NO.SRC/HOME/RNW/131/2015 **Dated Kohima, the 11th October, 2023.**

RENEWAL OF REGISTRATION CERTIFICATE

Certificate of **Regd.NO. H/RS-1103** Dated **27-09-2000** is hereby renewed on this day the **11-10-2023** in the Office of the Registrar of Societies, Home Department Nagaland, under the Registration of Societies Act 1860 as amended vide Registration of Societies (Nagaland third Amendment) Act, 2008 (Act- No.1 of 2009)

In the matter of application of the **Chairman,** for the renewal of the Society at **Longleng,** in the District of **Longleng,** I do hereby certify that pursuant to Section 3 of the Registration of Societies Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 the Centre has been renewed in my Office as a Society under the title of **"CHRISTIAN SCHOOL"** and numbered as **Regd. NO.H/RS-One thousand one hundred and three** Dated **Twenty seven September of the Year two thousand w.e.f. 28-09-2023 (Twenty eight September of the Year two Thousand and twenty three)**

The Registration of the Society/Club/Union/Association etc, renewed under Section 3 of the Registration of Societies (Nagaland Third Amendment) Act. 2008 shall remain valid for a period of 2 (Two) years from the date of issue and renewal should be done on or before **27-09-2025 (Twenty seven September of the Year Two Thousand and twenty five)**

Sd/-
NUSIETA RHAKHO, NSS
Addl.Secretary to the Government of Nagaland.
& Ex-Officio Registrar of Societies, Nagaland.

NO.SRC/HOME/RNW/1360/2023 Dated Kohima, the 11th October, 2023.

RENEWAL OF REGISTRATION CERTIFICATE

Certificate of **Regd.NO.H/RS -1341** Dated **05-12-2000** is hereby renewed on this day the **11-10-2023** in the Office of the Registrar of Societies, Home Department Nagaland, under the Registration of Societies Act 1860 as amended vide Registration of Societies (Nagaland third Amendment) Act, 2008 (Act- No.1 of 2009)

In the matter of application of the **President,** for the renewal of the Society at **Dimapur,** in the District of **Dimapur,** I do hereby certify that pursuant to Section 3 of the Registration of Societies Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 the Centre has been renewed in my Office as a Society under the title of **"NAGALAND SEPAK TAKRAW ASSOCIATION"** and numbered as **Regd. NO.H/RS- One thousand three hundred and forty one** Dated **Five December of the year two thousand w.e.f. 06-12-2023 (Six December of the Year two Thousand twenty three)**

The Registration of the Society/Club/Union/Association etc, renewed under Section 3 of the Registration of Societies (Nagaland Third Amendment) Act. 2008 shall remain valid for a period of 2 (Two) years from the date of issue and renewal should be done on or before **05-12-2025 (Five December of the Year two Thousand twenty five)**

Sd/-
NUSIETA RHAKHO, NSS
Addl.Secretary to the Government of Nagaland.
& Ex-Officio Registrar of Societies, Nagaland.

NO.SRC/HOME/RNW/1362/2023 Dated Kohima, the 11th October, 2023.

RENEWAL OF REGISTRATION CERTIFICATE

Certificate of **Regd.NO.HOME/SRC -7410** Dated **08-11-2019** is hereby renewed on this day the **11-10-2023** in the Office of the Registrar of Societies, Home Department Nagaland, under the Registration of Societies Act 1860 as amended vide Registration of Societies (Nagaland third Amendment) Act, 2008 (Act- No.1 of 2009)

In the matter of application of the **General Secretary,** for the renewal of the Society at **Kohima,** in the District of **Kohima,** I do hereby certify that pursuant to Section 3 of the Registration of Societies Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 the Centre has been renewed in my Office as a Society under the title of **"KOHIMA AO OFFICERTEM TELONGJEM"** and numbered as **Regd. NO.HOME/SRC- Seven thousand four hundred and Ten** Dated **Eight November of the year two thousand and Nineteen w.e.f. 09-11-2023 (Nine November of the Year two Thousand twenty three)**

The Registration of the Society/Club/Union/Association etc, renewed under Section 3 of the Registration of Societies (Nagaland Third Amendment) Act. 2008 shall remain valid for a period of 2 (Two) years from the date of issue and renewal should be done on or before **08-11-2025 (Eight November of the Year two Thousand twenty five)**

Sd/-
NUSIETA RHAKHO, NSS
Addl.Secretary to the Government of Nagaland
& Ex-Officio Registrar of Societies, Nagaland.

NO.SRC/HOME/RNW/490/2017 Dated Kohima, the 11th October, 2023.

RENEWAL OF REGISTRATION CERTIFICATE

Certificate of **Regd.NO.HOME/SRC -6931** Dated **09-11-2015** is hereby renewed on this day the **11-10-2023** in the Office of the Registrar of Societies, Home Department Nagaland. under the Registration of Societies Act 1860 as amended vide Registration of Societies (Nagaland third Amendment) Act, 2008 (Act- No.1 of 2009)

In the matter of application of the **President,** for the renewal of the Society at **Aoyimti Village** in the District of **Dimapur,** I do hereby certify that pursuant to Section 3 of the Registration of Societies Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 the Centre has been renewed in my Office as a Society under the title of **"LONGCHEN DEVELOPMENTAL WELFARE SOCIETY"** and numbered as **Regd. NO. HOME/SRC –Six thousand nine hundred and thirty one dated Nine November of the Year two thousand fifteen w.e.f. 10-11-2023 (Ten November of the Year two Thousand and twenty three)**

The Registration of the Society/Club/Union/Association etc, renewed under Section 3 of the Registration of Societies (Nagaland Third Amendment) Act. 2008 shall remain valid for a period of 2 (Two) years from the date of issue and renewal should be done on or before **09-11-2025 (Nine November of the Year Two Thousand and twenty five)**

Sd/-
NUSIETA RHAKHO, NSS
Addl.Secretary to the Government of Nagaland
& Ex-Officio Registrar of Societies, Nagaland.

NO.SRC/HOME/RNW/973/2020 Dated Kohima, the 31st October, 2023.

RENEWAL OF REGISTRATION CERTIFICATE

Certificate of **Regd.NO.HOME/SRC-7161** Dated **10/10/2017** is hereby renewed on this day the **31-10-2023** in the Office of the Registrar of Societies, Home Department Nagaland. under the Registration of Societies Act 1860 as amended vide Registration of Societies (Nagaland third Amendment) Act, 2008 (Act- No.1 of 2009)

In the matter of application of the **Chairman,** for the renewal of the Society at **Old Ministers Hill,** in the District of **Kohima,** I do hereby certify that pursuant to Section 3 of the Registration of Societies Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 the Centre has been renewed in my Office as a Society under the title of **"KOHIMA LONGSA EDUCATED UNEMPLOYED WELFARE SOCIETY"** and numbered as **Regd. NO. HOME/SRC – Seven thousand one hundred and sixty one** Dated **Ten October of the Year two thousand and seventeen w.e.f. 11-10-2023 (Eleven October of the Year two Thousand and twenty three)**

The Registration of the Society/Club/Union/Association etc, renewed under Section 3 of the Registration of Societies (Nagaland Third Amendment) Act. 2008 shall remain valid for a period of 2 (Two) years from the date of issue and renewal should be done on or before **10-10-2025 (Ten October of the Year Two Thousand and twenty five)**

Sd/-
NUSIETA RHAKHO, NSS
Addl.Secretary to the Government of Nagaland
& Ex-Officio Registrar of Societies, Nagaland.

Registration No. NE/RN -646

THE NAGALAND GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 239 Kohima ***Thursday, December 14, 2023*** ***Agrahayana 23, 1945 (Saka)***

NOTIFICATION

Dated Kohima, the 14th December 2023.

NO.LAB-46/5/2015-16 (Vol-II):: The following draft of the **Nagaland Occupational Safety, Health and Working Conditions Rules, 2023**, which the Government of Nagaland proposes to make in exercise of the powers conferred by Sections 133 and 135 of the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020) is hereby published as required under Section 137 of the Occupational Safety, Health and Working Conditions Code, 2020, for information of all persons likely to be affected, thereby this notice is hereby given that the draft notification will be taken into consideration after the expiry of a period of 45 (forty-five) days from the date on which this notification is published in the Official Gazette.

Any objection or suggestion, which may be received from any person or organisation with respect to the said draft notification before the expiry of a period of 45 (forty-five) days, specified above, will be reviewed for consideration by the Government of Nagaland.

Objections and suggestions, if any, may be addressed to the Labour Commissioner, on labcomm-ngl@nic.in or Office of the Labour Commissioner, New Secretariat Complex, Nagaland, Kohima-797001.

Sd/-
BENDANGLILA
Joint Secretary to the Govt. of Nagaland.

The Nagaland Occupational Safety, Health and Working Conditions Rules, 2023

CHAPTER – I
PRELIMINARY

1. **Short title, extent and commencement**. -
(1) These rules may be called the Nagaland Occupational Safety, Health and Working Conditions Rules, 2023.
(2) They shall extend to the whole of the State of Nagaland.
(3) They shall come into force on the date of their publication by the State Government.

2.Definitions:
(1) In these rules, unless the context otherwise requires: -

(a) 'Authority' means an Authority designated by the Nagaland Government under section (1) of the section-119.
(b) 'Board' means the Nagaland Occupational, safety and Health Advisory Board established/constituted under section-17 of the code.
(c) 'Chief Inspector cum Facilitator' means Chief Inspector cum Facilitator appointed by the Government of Nagaland under sub-section (5) of section 34 of the code.
(d) 'Code' means the Occupational Safety, Health and Working Conditions Code, 2020;
(e) Electronically' means any information submitted by email or uploading on the designated portal or digital payment in any mode for the purpose of code.
(f) 'Form' means Prescribed form annexed to these rules;
(g) 'Inspector cum Facilitator' means Inspector cum Facilitator appointed by the Government of Nagaland under sub-section (1) of section 34 of the code.
(h) 'Registering Officer' means the registering officer appointed by the Nagaland Government for purpose of these rules.
(i) 'Section' means the Section of the Code.
(j) 'Schedules' means a schedule annexed to these rules.

(2) The words and expressions used in these rules and are not defined therein, but are in the Code, shall have respectively meaning assigned to them in the Code.

3. Income from the source under explanation to clause (x) of sub-section (1) of section2:
A member of the family having income up-to rupees five thousand per month from all sources or any other income notified by the Employees State Insurance Corporation (ESIC)for the purpose of availing medical benefit under the scheme, shall be included as dependent for the purpose of these rules.

Chapter-II
Registration

4. Application for registration under Section 3:-
(1) (i) The employer seeking registration for an establishment not already registered shall apply electronically or by submitting the form personally in **Form-I** by giving details about the establishment, and uploading/submitting documents related to Registration of the establishment, proof of Identity and address of the employer(s) as specified in the Form. The Form shall be duly signed or in any other manner as may be required for the purposed. The applicant shall be responsible for veracity of all information submitted in the application. Registration fees for the grant of registration certificate shall be charged at the rate given in the schedule (which shall be deposited along with the registration application electronically or by person in the office for the registration of establishments):

Number of employees to be employed	Fees for Registration
Up to 20	1000
21-50	2000
51-100	3000
101-150	5000
151-200	7500
201-250	10000
251-500	12500
501-750	15000
751-1000	17500
1001 and above	20000

(ii) The Permanent Account Number (PAN) of the applicant or the establishment allotted under Income Tax Act, 1961 or any other unique number allotted to the establishment under any other Act for the time being in force or any other particular furnished in the form, may be verified online.

(iii)The certificate of registration shall be issued in **Form-II** Physically/electronically immediately if the application is complete in all respect but not later than seven days from the date of submission of complete application, failing which such establishment shall be deemed to have been registered and the certificate of registration shall be auto generated:

Provided that in exceptional circumstances the State Government may, for such period, by notification, dispense with requirement in respect of establishment or class of establishment, for part or whole of Nagaland, and submission of application in the form so provided, may be allowed.

(iv) The certificate of registration shall be non-transferable and a copy of the certificate of registration shall be displayed in the premises of the establishment at the conspicuous place in hard copy.

(2) The registering officer under the Code may direct the employer who fails to comply with the requirements of sub-rule (1), to do so within the time stated therein and such employer shall, thereupon comply with the instruction issued by the officer in this behalf.

(3) The employer in respect of an establishment already registered under any other State labour law for the time being in force shall, update the registration particulars on the departmental establishment/website/Portal, within six months from the date on which the Code comes into force.

(4) Any registration obtained by providing wrong information shall be liable to be cancelled provided that establishment has been given an opportunity to show cause, electronically or by person or by registered post, as to why the certificate of registration should not be cancelled.

(5) The employer shall quote the Registration Number on all documents prepared or completed by him in connection with the Code or the Rules or the Regulations or the Scheme, as the case may be, and in all correspondence with the office concerned.

(6) Any change in the ownership, management or any particular furnished in Registration Form submitted on the specified portal/establishment, shall be notify by the employer within thirty days of such change.

(7) The employer of an establishment to which the provisions of the Code apply and whose business activities are in process of closure, may apply for cancellation of registration online on the Portal or in person (at the office) after giving complete details of the dues payable under the Codes:

Provided that no such application for cancellation of registration shall be entertained unless the employer has furnished all statutory returns, paid all statutory dues under the labour Codes and any other labour law in force in accordance with the law applicable for the time being and submitted a self-certification to that effect along with the application.

(8) The registering officer shall maintain a register of establishment electronically/physically in **Form-III** showing the particulars of establishment in relation to which certificates of registration have been issued by him.

(9) The employer shall, within thirty days of the commencement and completion of any work, intimate to the Inspector-cum-Facilitator, having jurisdiction in the area where the proposed establishment or as the case may be, the work is to be executed, intimating the actual date of the commencement,

completion of work and cessation of establishment, as the case may be, in **Form-IV** annexed to these rules and the same shall be shared to Employee Provident Fund Organization (EPFO) and Employee State Insurance Corporation (ESIC).

5. Appeal under Section 3:-

(i) The employer aggrieved by the order of Registering Officer, may appeal against such order before the appellate officer appointed by the Government of Nagaland for such purpose within thirty days from the date of receipt by him of such order.

(ii) Where the memorandum of appeal is in order, the appellate officer shall admit the appeal, acknowledge it and intimate admission of such appeal, and shall register the appeal to be kept for the purpose called the register of appeals.

(iii) When the appeal has been admitted, the appellate officer shall send the notice of the appeal to the registering officer, against whose order the appeal has been preferred and the registering officer shall thereupon send the records of the case to the appellate officer.

(iv) On receipt of the appeal, the appellate officer shall send a notice to the appellant to appear before him on such date and time as may be specified in the notice for the hearing of the appeal electronically or by registered post.

(v) "If the Appellant is present when the appeal is called on for the hearing, the Appellate officer shall proceed to hear the Appellant and pass an order on the appeal, confirming, reversing or varying the order appealed."

(vi) If on the date fixed for hearing, the appellant does not appear, the appellate officer may dismiss the appeal for default of appearance of the appellants by sending the copy of the order to the applicant.

(vii) Where an appeal has been dismissed, the appellant may apply to the appellate officer for the restoration of the appeal within thirty days from the date of receipt of the order and if the appellate officer is satisfied that the appellant was prevented by sufficient cause from appearing, the appellate officer shall restore the appeal.

(viii) The order of the Appellate Officer shall be communicated electronically or by registered post to the appellant and copy thereof shall be sent to the registering officer against whose order the appeal has been preferred and shall be disposed of within a period of thirty days from the date of receipt of appeal.

6. Notice of commencement and cessation of operation under Section 5.-

The employer of every establishment being factory or relating to contract labour or building or other construction works shall within thirty days of the commencement or cessation of operation, submit to the Registering Officer in **Form-IV**, electronically/physically and the notice of cessation of operation shall be enclosed with a certificate that the payment of all dues to the workers employed in the establishment have been made and the premises are kept free from storage of hazardous chemicals and substances.

Chapter-III
Duties of Employer and Employee.

7. Annual Health Examination of employees under clause (c) of sub-section (1) of Section 6:-

Every employer of factory and building or other construction work shall arrange to conduct free of cost, medical examination for every worker annually i.e. within 120 days from the commencement of every calendar year who has completed 45 years of age. The medical examination shall be conducted by a qualified medical practitioner as per performa in the **Form-V**. The Medical Certificate shall be submitted by the qualified medical practitioner to the concerned employer and employee.

8. Letter of appointment to employee under clause (f) of sub-section (1) of Section 6:-

No employee shall be employed in any establishment unless he has been issued a letter of appointment in the prescribed format as appended to this Rule:

Provided that, an employee who has not been issued an appointment letter containing the required particulars, shall be issued an appointment letter within three months of coming into force of this rule.

Format of Letter of Appointment.

(i) Name of employee:
(ii) Father's name:
(iii) Aadhaar number:
(iv) Labour Identification Number (LIN) of the establishment (Registration No.):
(v) Universal Account Number (UAN)/Insurance Number (ESIC):
(vi) Designation:
(vii) Category of skill:
(viii) Date of joining:
(ix) Wages, Basic Pay & Dearness Allowance:
(x) Other allowance including accommodation whichever is/are applicable:
(xi) Avenue for achieving higher wages/higher position:
(xii) Applicability of social security EPFO and ESIC benefits applicable:
(xiii) Health check-up:
(xiv) Broad Nature of duties to be performed:
(xv) Any other information:

Signature
Occupier/employer/owner/agent/manager

9. Notice of accidents and dangerous occurrences under sub-section (1) Section 10 and Section 11:-

(1) Where at any place in an establishment which is factory, building or other construction, an accident occurs which results in the death of any person, the employer or occupier or manager of the establishment shall forthwith send a notice thereof in **Form-VI** electronically/Physically and inform by telephone to the Inspector-cum facilitator and Chief Inspector-cum Facilitator and District Magistrate or Sub-divisional Officer, the officer-in-charge of the nearest police station; and the family members /kin of the injured or deceased person.

(2) Where at any place in an establishment which is factory, building or other construction work, an accident occurs which results in bodily injury by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, the employer or occupier or manager of the establishment shall forthwith send a notice in **Form-VI** within twelve hours after the completion of forty-eight hours, to the Inspector-cum-Facilitator.

(3) Wherein an establishment there is any dangerous occurrence as specified in the schedule annexed hereto, whether causing any bodily injury or disability or not, a notice in **Form-VI** shall within twelve hours be sent to:

(a) The Inspector-cum-facilitator;
(b) District Magistrate or Sub-divisional Officer;

Provided that if in the case of an accident or dangerous occurrence, death occurs to any person injured by such accident or dangerous occurrence after the notices and reports referred to in the foregoing sub-rules have been sent, the employer or occupier or manager of the establishment shall forthwith send a notice thereof by telephone and electronically to the authorities and persons mentioned in sub-rules (1) and (2) and also have this information confirmed in writing within 12 hours of the death. Provided further that, if the period of disability from working for 48 hours or more referred to in sub-rule (2) does not occur immediately following the accident, or the dangerous occurrence, but later, or occurs in more than one spell, the report referred to shall be sent to the Inspector-cum-Facilitator in the prescribed form within 24 Hours following the hours when the actual total period of disability from working resulting from the accident or the dangerous occurrence becomes 48 hours.

SCHEDULE

The following classes of dangerous occurrences, whether or not they are attended by personal injury or disablement, namely: -

(i) Bursting, of any plant or pipeline or equipment containing petroleum, steam, compressed air or other substance at a pressure greater than the atmospheric pressure;

(ii) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane.

(iii) Explosion, explosion due to explosives, fire, leakage or release of harmful toxic gases, bursting out, leakage or escape of any molten metal, or hot liquid or gas causing bodily injury to any person or damage to any room or place in which persons are employed;

(iv) Explosion of a receiver or container used for the storage at pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.

(v) collapse or failure of lifting appliances or hoist or conveyors or other similar equipment for handling building or construction material or breakage or failure of rope, chain or loose gears; overturning of cranes used in building or other construction work; falling of objects from height;

(vi) collapse of any wall, floor, gallery, roof bridge, tunnel, chimney, wall, building or subsidence of soil or any other structure, platform, staging, scaffolding or any means of access including form work; contact work, excavation and collapse of transmission;

(vii) Spillage or leakage of hazardous substances and damage to their container;

(viii) collapse, capsizing, toppling or collision of transport equipment within the establishment;

(ix) fall from height of any excavation, loading or transport machinery;

(x) an instantaneous failure of a pillar, part of a pillar or several pillars of coal (i.e., a bump') in working below ground;

(xi) a rock-burst in working belowground; a premature collapse of any part of the working;

(xii) a breakage, fracture or failure of an essential part of any machine or apparatus whereby the safety of persons may be endangered;

(xiii) a slide causing injury to any person, damage to any machinery, or interruption of normal mining operations;

(xiv) failure of dump or side in opencast working; a blowout;

(xv) a failure of any structure or installation whereby the safety of persons may be endangered; or spark generated due to electrical flash-over causing burn injury to any person;

(xvi) a major uncontrolled emission of petroleum or chemical spillage;

10. Notice of disease under sub-section (1) and (2) of Section 12:-

A notice in the following format shall be sent forthwith, to the Inspector-Cum Facilitator or Chief Inspector-cum-facilitator, by the employer or occupier or manager of an establishment in which there occurs any disease as notified under the Third Schedule of the Code.

NOTICE OF DISEASE

(1) Name of establishment:
(2) Nature of establishment:
(3) Details of Patient:
  (a) Name of Patient:
  (b) Work of patient:
  (c) Address of Patient:
  (d) Precise occupation of patient:
(4) Nature of disease from which patient is suffering:
(5) Date of Detection of Disease:

(6) Details of Medical Practitioner:
(7) Has the case been reported to the Medical Officer:

Signature of employer or occupier or manager.
Date:

If any qualified medical practitioner attends on a person who is or has been employed in an establishment and who is or is believed by the qualified medical practitioner to be suffering from any disease specified in the Third Schedule, the qualified medical practitioner shall without delay send a report in writing to the office of the Chief Inspector-cum-facilitator stating-

(a) the name and full postal address of the patient.
(b) the disease from which he believes the patient to be suffering, and
(c) the name and address of the establishment in which the patient is or was last employed.

11. Duties of employee under section 13:-

If an employee comes to know that of any unsafe or unhealthy condition in the establishment, he shall report to the employer, health and safety representative or safety officer or manager in case of factory, as soon as practicable, electronically or in writing or telephonically or by registered post or speed post.

12. Rights of Employee under sub-section (3) of Section 14:-

On receipt of information from the employee relating to the existence of an imminent danger to their safety and health, the employer shall take immediate remedial action in this regard. The employer, whether satisfied or not, shall send a report forthwith of such actions taken, to the Inspector-cum-facilitator electronically or by registered post or speed post.

Chapter-IV
Occupational Safety and Health

13. Nagaland Occupational Safety and Health Advisory Board under Section 17:-

(1). The Nagaland Government may constitute a board to be called Nagaland Occupational, Safety and Health Advisory Board to advise the Government of Nagaland on such matters arising out of the Administration of this code as may be referred to it by the Government of Nagaland. The board shall consist of:-

(a) Chairperson-	- Principal Secretary/Commissioner & Secretary/Secretary, to the Government of Nagaland, Labour Department.
(b) Member ex-officio	- Principal Director, Department of Health & Family welfare.
(c) Member ex-officio	- Chairman, Nagaland Pollution Control Board.
(d) Member ex-officio	- Director, Department of Industries & Commerce.
(d) Member ex-officio	- Secretary, Indian Red Cross Society, Nagaland, Kohima
(e) Member Secretary	- Labour Commissioner.
(f) Member	- Three eminent persons connected with the field of Occupational Safety and Health, or representatives from reputed research institutions or similar other discipline
(g) Member	- special invitees from the State Government for seeking inputs in specific matters or industry or sector which is predominant in that State.

(2). The Board may meet as often as necessary to discharge the functions as specified in section 17 of the code.

14. Resignation: -

(i)A member of the Board, not being an ex-officio member, may resign his office by a letter in writing addressed to the Chairperson of the Board.

(ii)The seat of such a member shall fall vacant from the date on which his resignation is accepted by the Government of Nagaland, or on the expiry of thirty days from the date of receipt of the letter of resignation by the Government of Nagaland whichever is earlier.

15. Cessation of membership (section 17): -

If any member of the Board, not being an ex-officio member, fails to attend three consecutive meetings of the Board, without obtaining the leave sanctioned by the Chairperson of such Board for such absence, he shall cease to be a member of Board:

Provided that the Government of Nagaland may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of Board.

16. Disqualification for membership (section 17):-

A person shall be disqualified for being a member of the Board—

(i) if he is of unsound mind and stands so declared by a competent authority;

(ii) if he is an un-discharged insolvent; or

(iii) if he has been convicted for an offence, having a penalty of imprisonment of three months or more;

17. Removal from membership (section 17):-

The Government of Nagaland may remove any member of the Board, if in its opinion such member has ceased to represent the interest which he purports to represent on such Board:

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making presentation against the proposed action under this rule.

18. Meeting of the Board (section 17):-

The Board shall ordinarily meet once in three months:

Provided that the chairperson/chairman shall, within fifteen days of the receipt of a requisition in writing from not less than one third of the members of the Board, call a meeting thereof.

19. Notice of the meeting and list of business (section 17):-

Notice intimating the date, time and venue of every meeting together with a list of business to be transacted at the meeting shall be sent by the registered post or by special messenger, to each member fifteen days before the meeting:

Provided that when the chairperson calls a meeting for considering any matter which in his opinion is urgent, notice of not less than three days shall be deemed sufficient.

20. Quorum (section 17):-

No business shall be transacted at any meeting of the Board unless at least five members of the Board are present in that meeting.

Provided that if in any meeting of the Board less than five members are present, the Chairperson/chairman may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

21. Minutes of the meeting (section 17):-

Every decision taken at a meeting of the Board shall be recorded in a minute's book at the same meeting and signed by the chairperson. The minutes book shall be a permanent record.

22. Travelling Allowance for members (section 17):-

The non-official members of the Board shall be paid traveling allowance for attending the meeting of the Board at such rate as may be fixed by the State Government from time to time.

23. Safety Committee and Safety officers under Section 22.-

(1) Every establishment employing workers for the establishment prescribed under sub-section (1) of Section 22 shall constitute a safety committee consisting of representatives of employers and workers.

a) wherein one hundred and fifty or more employees are ordinarily employed; or

b) which handles a hazardous substance as defined in clause (zb) of section 2 and employees fifty or more employees: or

c) which carries on any hazardous process as defined in clause (za) of section 2 or carries operation declared to be dangerous under the code and employees fifty or more employees, there shall be a Safety Committee to be set up by the employer.

(2) The tenure of the safety committee shall be for three years. The safety committee shall meet at least once in every quarter.

(3) The representative of the workers shall be chosen by the registered trade Union. In case where there is no registered trade union the members may be chosen by the workers of the establishment. Provided that there shall be adequate representation of the women workers in the committee.

(4) Safety Committee shall have the right to be adequately and suitably informed of –

(a) potential safety and health hazards to which the workers may be exposed at workplace;

(b) data on accidents as well as data resulting from surveillance of the working environment and of the health of employees, conducted at such establishments.

(5) The owner, employer, occupier, agent or manager shall, within a period of 15 days from the date of receipt of the recommendations of the Safety Committee shall take action to implement the recommendations.

24. Composition of Safety Committee under sub-section (1) of section 22:-

(1) The representatives of the management on Safety Committee, shall consist of –

(a) A senior official, who by his position in the organization can contribute effectively to the functioning of the Committee, shall be the Chairman;

(b) A Safety Officer and Medical Officer wherever available and the Safety Officer in such a case shall be the Secretary of the Committee; and

(c) A representative each from the production, maintenance and purchase departments.

(2) The workers 'representatives on the Safety Committee referred to in sub-rule (1) shall be chosen by the workers.

(3) The minutes of the meeting of the Safety Committee referred to in sub-rule (1) shall be recorded.

(4) Safety Committee shall have the right to be adequately and suitably informed of –

(a) potential safety and health hazards to which the workers may be exposed at workplace;

(b) data on accidents as well as data resulting from surveillance of the working environment and of the health of workers exposed to hazardous substances.

(5) Function and duties of the Safety Committee referred to in sub-rule (1) shall include –

(a) assisting and cooperating with the management in achieving the aims and objectives outlined in the Safety and Health Policy;

(b) dealing with all matters concerning health, safety and environment and to arrive at practicable solutions to problems encountered;

(c) creating safety awareness amongst all workers;

(d) undertaking educational, training and promotional activities;

(e) discussing reports on safety, environmental and occupational health surveys, safety audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the reports;

(f) looking into the matters likely to cause danger to the safety and health of the workers and suggest corrective measures; and

(g) reviewing the implementation of the recommendations made by it.

25. Safety Officer for Building or Other Construction Works. -

(1) A person shall not be eligible for appointment as a safety officer relating to building or other construction work unless he possesses –

(i) a recognized degree in any branch of engineering or technology and has had practical experience in a supervisory capacity for a period of not less than 2 years; or

(ii) a recognized degree in physics or chemistry and has had practical experience in a supervisory capacity for a period of not less than 5 years; or

(ii) a recognized diploma in any branch of engineering or technology and has had practical experience in a supervisory capacity for a period of not less than 5 years;

(iii)possesses a degree or diploma in industrial safety recognized by the State Government in this behalf; and

(2) Notwithstanding anything contained in sub-rule (1), any person who -

(i) possesses a recognized degree or diploma in engineering or technology and has had experience of not less than 5years in a department of the Central or State Government which deals with the administration of the Factories, Building or other Construction works or

(ii) possesses a recognized degree or diploma in engineering or technology and has had experience of not less than 5 years, full time, on training, education, consultancy, or research in the field of accident prevention in industry or in any institution; shall also be eligible for appointment as a safety officers:

Chapter-V
Hours of Work and Annual Leave with Wages

26. Daily and weekly working hours under clause (b) of sub-section (1) of Section 25.-

(i) No worker shall be required or allowed to work in an establishment for more than eight hours in a day and forty-eight hours in any week.

(ii) the period of work of a worker shall be so arranged that inclusive of his intervals for rest, shall not spread over for more than twelve hours in a day.

(iii) the period of works of workers shall not exceed five hours and that no worker shall work for more than five hours before he has had an interval for rest of at least half an hour.

(iv) the working hours in a day may be modified subject to sub-rules (1), (2) and (3), so that the total number of working hours in a week shall be so fixed and followed.

27. Interruption period allowed in running time under Explanation (a) of sub-section (1) of Section 25:-

A maximum of fifteen minutes interruption shall be allowed any time during which the running of the transport vehicle is interrupted.

28. Working hours of working journalist under sub-section (2) of Section 25:–

(1) The provisions under this rule shall apply to working journalist but not apply to editors, or to correspondents, reporters or news photographers.

(2) Notwithstanding anything contained in sub-rule (1) the following provisions shall apply to every correspondent, reporter or news photographer stationed at the place at which the newspaper establishment (in relation to which any such person is employed) is situated, namely:

(a) Subject to such agreement as may be arrived at either collectively or individually between the parties concerned, every such correspondent, reporter or news photographer shall, once he enters upon duty on any day, be deemed to be on duty throughout that day till he finishes all the work assigned to him during that day:

Provided that if such correspondent, reporter or news photographer has had at his disposal for rest any interval or intervals for a total period of two hours or less between any two or more assignments of work, he shall not be deemed to be on duty during such period: Provided further that where the total period of such interval or intervals exceeds two hours, he shall be deemed to be on duty during the period which is in excess of the said period of two hours.

(b) Any period of working in excess of thirty-six hours during any week, which shall be considered as a unit of work for the purposes of this sub-rule, shall be compensated by rest during the succeeding week and shall be given in one or more spells of not less than three hours each:

Provided that where the aggregate of the excess hours worked falls short of three hours, the duration of rest shall be limited only to such excess.

29. Normal working day for working journalist. -

The number of hours which shall constitute a normal working day for a working journalist exclusive of the time for meals shall exceed six hours per day in the case of a day shift and five and a half hours per day in the case of a night shift and no working journalist shall ordinarily be required or allowed to work for longer than the number of hours constituting a normal working day.

30. Interval for rest for working journalist. -

Subject to such agreement as may be arrived at between a newspaper establishment and working journalists employed in that establishment, the periods of work for working journalist shall be so fixed that no working journalist shall work for more than four hours in the case of a day shift and three hours in the case of a night shift before he had an interval of rest, in the case of the day shift for one hour, and in the case of the night shift for half an hour.

31. Compensation for overtime work. -

When a working journalist work for more than six hours on any day in the case of a day shift and more than five and a half-hour in the case of a night shift, he shall, in respect of that overtime work, be compensated in the form of hours of rest equal in number to the hours for which he has worked overtime.

32. Conditions governing night shifts. -

No working journalist shall be employed on a night shift continuously for more than one week at a time or for more than one week in any period of fourteen days.

33. Interval preceding change of shift. -

In the case of change of shift from night to day shift or vice versa, there shall be an interval of not less than twenty-four consecutive hours between the two shifts and in the case of a change from one day shift to another day shift or from one night shift to another night shift there shall be interval of not less than twelve consecutive hours.

Provided that no such interval may be allowed if such interval either coincides with or falls within, the interval enjoyed by a working journalist under sub-section (2) of Section 25 of the Code.

34. Number of holidays in a year for sales promotion employee or working journalist.-

A working journalist or Sales promotion employee shall be entitled to ten holidays in a calendar year.

35. Compensatory holidays for sales promotion employee or working journalist. -

If a working journalist or Sales promotion employee is required to attend on a holiday, a compensatory holiday shall be given to him, within thirty days immediately following the holiday, on a day mutually agreed upon by him and his employer.

36. Wages for holidays. -

A working journalist or Sales promotion employee shall be entitled to wages on all holidays as if he was on duty.

37. Wages for weekly day of rest. -

A working journalist and Sales promotion shall be entitled to wages for the weekly day of rest as if he was on duty.

38. Competent officers. -

Every newspaper establishment may designate one or more officers in that establishment as competent officers for the purposes of rules under this Chapter.

39. Procedure for availing leave by working journalist or sales promotion employee.-

(1)A working journalist or sales promotion employee who desire to obtain leave shall apply in writing to the competent officer of the establishment.

(2) Application for leave under sub-rule (1), other than casual leave, leave on medical certificate and quarantine leave, shall be made not less than one month before the date of commencement of leave, except in urgent or unforeseen circumstances.
(3) If leave is refused or postponed, the competent officer of the establishment shall record the reasons for such refusal or postponement, as the case may be, and send a copy of the order to the working journalist or sales promotion employee as the case may be.
(4) Holidays, other than weekly days of rest, shall not be prefixed or suffixed to any leave without the prior sanction of the competent officer of the establishment.
(5) A holiday including a weekly rest day, intervening during any leave granted under these rules, shall form part of the period of leave.

40. Recall a working journalist or sales promotion employee before expiry of leave. -

(1) A newspaper establishment may recall a working journalist or sales promotion employee on leave, if that establishment considers it necessary to do so. In the event of such recall, such working journalist or sales promotion employee shall be entitled to traveling allowance, if at the time of recall he is spending his leave at a place other than his headquarters.
(2) The traveling allowance, which shall be paid to a working journalist under sub-rule(1) shall be determined in accordance with the rules of the establishment governing traveling allowance for journeys undertaken by the working journalists or sales promotion employee in the course of their duties.

41. Production of medical certificate of fitness before resumption of duty.-

A working journalist or sales promotion employee who has availed himself of leave for reasons of health may, before he resumes duty, be required by his employer to produce a medical certificate of fitness from the qualified medical practitioner or medical officer who issued the medical certificate.

42. Designation of Medical Officer.-

Every establishment employing working journalist or sales promotion employee may designate one or more qualified medical practitioners in conformance with Section 42 of the Code.

43. Earned leave. -

(1) A working journalist or sales promotion employee shall be entitled to earned leave on full wages for a period not less than one month for every eleven months spent on duty.
Provided that he shall cease to earn further such leave when the earned leave due amounts to ninety days.
(2) The period spent on duty shall include the weekly days of rest, holidays, casual leave and quarantine leave.

44. Wages during earned leave. -

A working journalist or sales promotion employee on earned leave shall draw wages equal to his average monthly wages earned during the period of twelve complete months spent on duty, or if the period is less than twelve complete months, during the entire such period, immediately preceding the month in which the leave commences.

45. Cash compensation for earned leave not availed of.-

(1) When a working journalist or sales promotion employee voluntarily relinquishes his post or retires from service on reaching the age of superannuation, he shall be entitled to cash compensation for earned leave not availed of up to a maximum of thirty days:

Provided that a working journalist or sales promotion employee who has been refused earned leave due to him shall be entitled to get cash compensation for the earned leave so refused:
Provided further that in the case of a working journalist who dies while in service and who has not availed himself of the earned leave due to him immediately preceding the date of his death, his heirs shall be entitled to cash compensation for the leave not so availed of.
(2) When a working journalist 's or sales promotion employee 's services are terminated for any reason whatsoever, other than as punishment inflicted by way of disciplinary action, he shall be entitled to cash compensation for earned leave not availed of up to a maximum of ninety days.
(3) Such cash compensation shall not be less than the amount of wages due to a working journalist or sales promotion employee for the period of leave not availed of, the relevant wage being that which

would have been payable to him had he actually proceeded on leave on the day immediately preceding the occurrence of any of the events specified in sub-rule (1) or (2), as the case may be.

46. Leave on medical certificate. -

(1) A working journalist or sales promotion employee shall be entitled to leave on medical certificate on one-half of the wages at the rate of not less than one month for every eighteen months of service:

Provided that he shall cease to earn such leave when the leave on medical certificate amounts to ninety days.

(2) Such medical certificate shall be from a medical officer:

Provided that when a working journalist has proceeded to a place other than his headquarters with the permission of his employer and falls ill, he may produce a medical certificate from any registered medical officer:

Provided further that the employer may, when the qualified medical practitioner is not in the service of the Government, arrange at his own expense, the medical examination of the working journalist or sales promotion employee concerned by any Medical Officer.

(3) Leave on medical certificate may be taken in continuation with earned leave provided that the total of duration earned leave and leave on medical certificate taken together shall not exceed a hundred and twenty days at any one time.

(4) A working journalist or sales promotion employee shall be entitled at his option to convert leave on medical certificate on one-half of the wages to half the amount of leave of full wages.

(5) The ceiling laid down in the provision to sub-rule (1) and sub-rule (3) on the accumulation and total duration of leave may be relaxed by the competent officer in the cases of working journalists or sales promotion employees suffering from lingering illness such as tuberculosis.

(6) Leave on medical certificate or converted leave on medical certificate referred to in sub-rules (1) and (4) may be granted to a working journalist at his request notwithstanding that earned leave is due to him.

47. Quarantine leave. -

Quarantine leave on full wage shall be granted by the newspaper establishment on the certificate of the authorized medical practitioner designated as such under Section 42 for a period not exceeding twenty-one days or, in exceptional circumstances, thirty-days. Any leave necessary for quarantine purposes in excess of that period shall be adjusted against any other leave that may be due to the working journalist or sales promotion employee.

48. Extraordinary leave.-

A working journalist or sales promotion employee who has no leave to his credit may be granted extraordinary leave without wages at the discretion of the newspaper establishment in which such working journalist or sales promotion employee is employed.

49. Leave not due.-

A working journalist or sales promotion employee who has no leave to his credit may be granted at the discretion of the newspaper establishment in which such working journalist is employed.

50. Study leave. -

A working journalist or sales promotion employee may be granted study leave with or without wages at the discretion of the newspaper establishment in which such working journalist or sales promotion employee is employed.

51. Casual leave. -

(1) A working journalist or sales promotion employee shall be eligible for casual leave at the discretion of the newspaper establishment for fifteen days in a calendar year:

Provided that no more than five day's casual leave shall be taken at any one time and such leave shall not be combined with any other leave.

(2) Casual leave not availed of during a calendar year will not be carried forward to the following year.

52. Weekly day of rest under sub-section (2) of Section 26.

For the purpose of section 26, there shall be posted up in a conspicuous place outside the office of every establishment a notice showing the weekly day of rest. Where the weekly day of rest is not the same day for all persons employed in the establishment, the notice shall show the day of rest allowed to each relay, or set of persons or individual.

53. Compensatory holidays.-

(1) Except in the case of worker engaged in any work which for technical reasons must be carried on continuously throughout the day, the compensatory holidays to be allowed under sub-section (3) of section 26 of the Code shall be so spaced that not more than two compensatory holidays are given in one week.

(2) The manager of the establishment shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the notice of periods of works prescribed under section 26 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(3) Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

54. Extra Wages for overtime under Section 27.-

(1) In pursuance of Section 27 of Code, where in an establishment a worker works for more than eight hours in any day or for more than forty-eight hours in any week, as the case may be, he shall in respect of such overtime work be entitled to wages at the rate of twice his ordinary rate of wages and shall be paid at the end of each wage period.

(2) In calculating overtime on any day, a fraction of an hour between 15 to 30 minutes shall be counted as 30 minutes and in case of more than 30 minutes it shall be rounded and shall be counted as an hour on actual basis.

(3) In calculating the wages or earnings in the case of a worker paid by the month, the daily wages shall be 1/26th of his monthly wages; and in the case of any other worker it shall be the daily wages or earnings as the case may be.

(4) The spread over for the workers shall exceed twelve hours in any one day under the following works and circumstances in factories and building or other construction, namely;

(a) urgent repairs;

(b) work in the nature of preparatory or complimentary work;

(c) work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest;

(d) work which for technical reasons must be carried on continuously;

(e) engaged in making or supplying articles of prime necessity which must be made or supplied every day,

(f) engaged in a process which cannot be carried on except during fixed seasons;

(g) engaged in a process which cannot be carried on except at times dependent on the irregular action of natural forces;

(h) engaged in an engine-rooms or boiler-houses or in attending to power-plant or transmission machinery;

(i) engaged in process on account of the break-down of machinery;

(j) engaged in the loading or unloading of railway wagons or lorries or trucks;

(k) exceptional press of work and

(l) engaged in any work, which is notified by the Government in the Official Gazette as a work of national importance;

Provided that no worker shall be allowed to work overtime exceeding one hundred twenty-five hours in any quarter of a year.

Chapter-VI
Maintenance of Registers, Records and Returns:

55. Notice of periods of work under sub-section (2) of Section 31.-

The notice referred to in sub-section (2) of section 31 shall be displayed at conspicuous places on a notice board or electronic board and maintained in **Form-VII** and copy of such notice shall be sent to Inspector-cum-facilitator electronically or by registered post.

56. Maintenance and production of reports, registers and other records under Section 33.-

Every employer shall-

(a) maintain register of workers, wages, overtime, fine, deduction for damage or loss in **Form-VIII** and shall be kept available at an office or the nearest convenient building within the precincts of the establishment:

(b) in case of manual registers and other records, be legibly entered in ink in English and Hindi or the language understood by a majority of the persons employed;

(c) be preserved in original for a period of one calendar year after the date of the last report or entry:

Provided that when the original record is lost or destroyed before the expiry of one year period, true copies thereof, if available, shall be preserved for the prescribed period;

(d) The records as prescribe under sub rule (a) and sub rule (b) shall be produced, electronically or by registered post, on demand before the Chief Inspector-cum- facilitator or an Inspector-cum-facilitator or any person authorized in that behalf of the State Government.

57. Display of notice board. -

Every employer shall cause to display at the conspicuous place of the workplace of the establishment under his control, notice showing the name and address of the establishment, hours of work, wage period, date of payment of such wages, details of accident and dangerous occurrence in the establishment for the last five years, name and address of the Inspector-cum-facilitator having jurisdiction to such establishment and date of payment of unpaid wages to such workers in English, Hindi and in the Local Language understood by the majority of the workers.

58. Return. -

Every employer of an establishment shall send annually a return relating to such establishment in duplicate in **Form-IX** to the Inspector-cum-facilitator having jurisdiction so as to reach him not later than 1st February following the end of each calendar year.

59. Register of accident and dangerous occurrences. —

The registers of accident and dangerous occurrences required by sub-clause (v) of clause (a) of section 33 of the Code shall be maintained in a **Form-X.**

60. Register of leave with wages under clause (a) of section 33.-

(1) The owner, agent or manager of every establishment shall maintain in respect of every employee thereof a record of leave with wages electronically or manually in **Form-XI**.

(2) The register mentioned in sub- rule (1) shall be preserved for a period of two years after the last entry in them has been made and shall not be destroyed even after the expiry of that period unless it has been properly transferred to the new register.

Chapter-VII
Inspector-cum-facilitator and Other Authority

61. Appointment of Chief Inspector-cum-Facilitator. -

The Chief Inspector-cum-Facilitator under sub-section (5) of section 34 of the Code shall be Labour Commissioner or

(1) The State Government may appointment any Labour Officers as it thinks fit to be Chief Inspector-cum-Facilitator.

62. Powers of Inspector-cum-Facilitator for plantation. -

The Inspector-cum- Facilitator may ask for any type of record and may record statement of any person in relation to the establishment or premises carrying plantation as per clause (zx) of section 2.

63.Power to take samples of any articles or substances under clause (x) of sub-section (1) of section 35.-

(1) An Inspector-cum-facilitator shall take samples or substances in an establishment as per the inspection scheme mandated under the Portal of the Ministry of Labour after informing the employer of the establishment, taken in the manner hereinafter provided a sufficient sample of any substance used or intended to be used in the establishment, such use being–

(a) in the belief of the Inspector-cum-Facilitator in contravention of any of the provisions of this code or the rules made there under, or

(b) in the opinion of the Inspector-cum-Facilitator likely to cause bodily injury to, or injury to the health of employee in the establishment.

(2) Where the Inspector-cum-facilitator takes a sample under sub-rule (1), he shall, in the presence of the person informed under that sub-section unless such person willfully absents himself, divide the sample into three portions and effectively seal and suitably mark them, and shall permit such person to add his own seal and mark thereto.

(3) The person informed as aforesaid shall, if the Inspector-cum-facilitator so requires, provide the appliance for dividing, sealing and marking the sample taken under this section.

(4) The Inspector-cum-facilitator shall-

(a) forthwith give one portion of the sample to the person informed under sub-rule (1);

(b) forthwith send the second portion to a Government Analyst or National Accreditation Board for Testing and Calibration Laboratories (NABL) for analysis and report thereon;

(c) retain the third portion for production to the Court before which proceedings, if any, are instituted in respect of the substance.

(5) Any document purporting to be a report under the hand of any Government Analyst or NABL accredited laboratory upon any substance submitted to him for analysis and report under this section, may be used as evidence in any proceeding instituted in respect of the substance.

64. Powers and duties of Inspector-cum-facilitator under clause (xiv) of sub-section (1) of Section 35.-

(1) Inspector-cum-Facilitator shall, after every inspection, as may be deemed necessary, issue prohibition or improvement notice in the **Form-XII** pointing out the non-compliance of provisions of safety, health and working conditions under the Code, and rules and regulations framed there under, to the employer or occupier or owner or master or officer-in-charge of the ship or their agent.

(2) An Inspector-cum-Facilitator shall, at each inspection, ascertain to what extent any shortcomings notified at a previous inspection have been rectified and the notices previously issued have been complied with. His findings and any shortcomings which may come to light during the inspection, together with any order passed by him under the Code or the regulations made thereunder shall be recorded and maintained.

65. Appointment of Medical officer under sub-section (1) of Section 42.-

The Medical Officer shall be a medical practitioner who possesses any recognized medical qualification as defined in the National Medical Commission Act,2019(30 OF 2019) and who is enrolled on an Indian Medical Register as defined in clause (e) or on a State Medical Register.

66. Duties of Medical Officer under sub-section (2) of Section 42.-

(1) On receipt of a reference under clause (c) subsection (2) of section 42 of the code, the Medical Officer shall, after giving prior notice regarding date, time and place for medical examination and upon examining the person sent for such examination, prepare the age and fitness certificate and deliver the same to the manager of the establishment concerned after retaining a copy thereof.

(2) The medical officer may seek opinion of specialists like radiologist, dentist and orthopedic surgeon as the case may be. for the purpose of determination of age.
(3) Medical Officer shall carry out such examination and furnish such report as central government may direct:

(a) for examination and certification of workers in an establishment in such dangerous occupation or processes as specified in First Schedule to the Code;
(b) for medical supervision of any establishment or class of establishment where cases of chronic occupational illness have occurred due to arduous nature of any process carried on or hazardous condition of work;
(c) in respect of any establishment or class of establishment or description of establishment in which operations involve any risk of injury to the health of any person or class of persons employed therein:
(d) to undertake occupational health survey for any or class of an establishment, where cases of illness have occurred or there is prevalence of diseases as prescribed in Third Schedule of the code.
(e) to assess the age and issue fitness of adolescent for employment in an establishment or class of establishment.

67.Employment of Women in establishment under Section 43.-

(1) The following conditions shall be met for employment of women during night or before 6.00 a.m. and beyond 7.00 p.m. in any day, namely: -

(a) the consent of women employ shall be taken;
(b) No women shall be employed against the maternity benefit provisions laid down under the Social Security Code. 2020 (36 of 2020);
(c) adequate transportation facilities shall be provided to women employee to pick-up and drop such employee a their residence:
(d) the workplace including passage towards conveniences or facilities concerning toilet, washrooms, drinking water, entry and exit of women employee should be well-lit;
(e) the toilet. washroom and drinking facilities should be near the workplace where such women employee are employed: and
(f) Provide safe. secure and healthy working condition such that no women employee is disadvantaged in connection with her employment.
(g) in case of below ground mine not less than 3 women employees shall be on duty at any place.
(h) The provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)Act. 2013 (14 of 2013). as applicable to the establishments. shall be complied with.

68. Adequate Safety of employment of women in dangerous operations under Section 44.-

The State government may declare by notification the class of establishments and the scheme, and standards for safeguarding of women in hazardous and dangerous processes.

Chapter-VIII
Part-1
Contract Labour

69. Qualification and Criteria of the Contractor under sub-section (1) of Section 47.-

For the purposes of obtaining license. the contractor as an entity or as an individual should not be an un-discharged insolvent or convicted any time during the last two years of an offence which is criminal in nature involving offences which are liable for punishment for more than three months of imprisonment.

70. Conditions of License under sub-section (3) of section 47.-

The contractor shall ensure that:

(a) the hours of work shall conform to the rules made under Section 25 of the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020).
(b) the wages shall be paid in accordance with the Code on Wages, 2019 (29 of 2020).
(c) if the contract worker of the contractor is working at the premises of the principal employer then it shall be the responsibility of the principal employer to provide the facilities or amenities such as toilet, washroom, drinking water, bathing facilities if required, changing room, first aid box, Canteen and Crèche and
(d) all other facilities and entitlements shall be provided by the contractor.
(e) in case the contractor fails to make payment of minimum wages to the contract worker, then the Labour Commissioner or his representative, who shall cause such payment to be made to the contract workers who have not been paid out of the security deposit maintained under rule 76 including by invoking the bank guarantee; and
(f) he shall intimate within fifteen days of the receipt of a contract work order about the details the contract work order and in the manner as under this rule.

71. Form and manner of application for contractor license under of sub-section (1) of Section 48.-

Every application by a contractor for the grant of a license shall be made through the Office of Labour Department in **Form-XIII** to the licensing authority.

72. Single Licence for Contractor in more than one States or for whole of India under -

(1) If a contractor desirous of obtaining license for: -
(i) supplying or engaging contract labour or
(ii) undertaking or executing the contract works under sub-section (1) or sub-section (2) of section 47 in more than one States or for the whole of India, then he shall apply electronically on the Shram Suvidha portal of Ministry of Labour and Employment in **Form-XIII** to the licensing authority as notified by the central government:-
(2) Application for single licence shall be submitted electronically to the authority notified in this behalf under sub-section(1) of section 119 of this code.
(3) The concerned State government shall be consulted. If no response is received within thirty days from the date of issue of such communication the consultation process is deemed to have been complied with.
(4) License issued under this rule shall be valid for five years.
(5) Copy or copies of the licence so issued shall be sent to the State Government in whose jurisdiction, the contract work or works for which licence is issued, falls.

73. Forms, terms and conditions of license.-

(1) Every license granted shall be in **Form-XIV**.
(2) Every license granted or renewed is subject to the following conditions, namely: —
(i) the license shall be non-transferable;
(ii) the number of workers employed as contract labour by the contractor shall not, on any day, exceed the maximum number specified in the license;
(iii) save as provided in these rules, the fees paid for the grant, or as the case may be, for renewal of the license shall be non-refundable;
(iv) the rates of wages payable to the workers by the contractor shall not be less than the rates prescribed under the Code on Wages, 2019 and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed.

74. Procedure for issue of license under sub-section (2) of section 48.-

(1) Before a license is issued under any rule of these rules, bank guarantee for an amount calculated at the rate of Rupees 1000 for each of the worker to be employed as contract labour, in respect of which the application for license has been made, shall be deposited by the contractor for performance of the conditions of the license and compliance with the provisions of the Code or the rules made thereunder.
(2) Wherein the issued contract license had expired, based on the request of the applicant in Form, the licensing officer may adjust the security deposit in respect of his application for new license.
(3) The fees to be paid for the grant of a license shall be as specified in the table below, namely;

(a) No license is required up to 49contract labour	Nil.
(b) 50 but does not exceed 100 contract labour	Rs. 1000
(c) 101 but does not exceed 300 contract labour	Rs. 2000
(d) 301 but does not exceed 500 contract labour	Rs. 3000
(e) 501 but not exceeding 1000 contract labour	Rs. 5000
(f) 1001 but not exceeding 5000 contract labour	Rs. 10000
(g) 5001 but not exceeding 10000contract labour	Rs 20000
(h) 10001 but not exceeding 20000 contract labour	Rs 30000
(i) 20001 and above contract labour	Rs.40000

75. Renewal of license under Section 48.-

(1) Every contractor shall apply to the Labour Department to the licensing authority for renewal of the license.

(2) Every such application shall be submitted at least 30 days prior to expiry of license period but not before 90 days of such expiry of license.

(3) The security deposit and the fee chargeable for renewal of the license shall be the same as for the grant of license under this rule.

Provided that if the application for renewal is not received within the time specified in sub-rule (2) an additional fee of twenty-five per cent. shall be payable for such renewal.

(4) It shall be the responsibility of the authority concerned to renew license within 30 days.

76. Refund of security deposit.-

(1) On expiry of the period of license the contractor may, if he does not intend to have his license renewed further, make an application electronically to the licensing authority for the refund of the security deposited by him (in form of bank guarantee) along with copy of licence and notice of completion of work and bank details in which amount is required to be refunded.

(2) If the Licensing authority is satisfied that there is no breach of the conditions of license or there is no order for the forfeiture of security deposit or any portion thereof, he shall direct the refund of the security deposit to the applicant.

(3) If there is any order directing the forfeiture of any portion of contractor 's security deposit, the amount to be forfeited shall be deducted from the security deposit, and balance, if any, shall be refunded to the contractor.

(4) Any application for refund shall, as far as possible, be disposed of within 30days of the receipt of the application.

77. Responsibility of contractor under sub-section (4) of Section 48.-

(1) The rates of wages payable to the workers by the contractor shall not be less than the rates as prescribed under the Code on Wages and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.

(2) In case where the worker employed by the contractor perform the same or similar kind of work as the worker directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the workers of the contractor shall be the same as applicable to the workers directly employed by the principal employer of the establishment on the same or similar kind of work. In case of any dispute whether the work is of similar kind, the matter be referred to the Inspector-Cum Facilitator whose decision shall be final.

(3) In other cases, the wage rates, holidays, hours of work and conditions of service of the workers of the contractor shall be such as specified under the Code and rules made thereunder.

(4) All contract labour shall be made member of EPFO and ESIC subject to applicability as under respective provisions of the Code on Social Security, 2020.

(5) The contractor shall notify any change in the number of workers or conditions of work to the Licensing Authority within 7 days of its change.

78. Intimation of work order and time limit for intimation under section 50.-

(1) Every contractor shall within fifteen days of the receipt of a contract work order shall intimate about the contract work order containing the details such as the name of the principal employer, address of the

premises where work is being undertaken, date of commencement of the contract work, the number of contract labour employed under that work order, duration of work orders.

(2) the details of work order shall be sent by the contractor or his authorized representative.

(3) The intimation shall be sent to the Licensing Authority or his representative as may be notified by the State Government through official Gazette.

79. Revocation or suspension of license under section 51.-

(1) If the Licensing Authority is satisfied that the license has been obtained by mis-representation or suppression of any material fact or if the contractor has failed to comply with the conditions subject to which license was granted or the contractor has contravened any provision of the Part-I, Chapter-XI of the Code or rules made thereunder, the Licensing Authority shall issue a show cause notice of 15 days to the contractor. On receipt of the reply if any, from the contractor within 15 days, the Licensing Authority shall examine the same and in case the licensing authority feels that the continuation of contract business by the contractor is going to lead to grave harm to the workers, he may pass a Speaking Order recording the reasons for revocation or suspension or otherwise and communicate to the contractor electronically. A copy of the Order shall be endorsed to the Labour Commissioner, or any other Officer entrusted for the purposed.

(2) If the contractor has complied with the said provisions of the code and rules made thereunder within the stipulated time period, the Licensing Authority shall revoke the suspension giving a Speaking Order or else the suspension may be continued.

(3) If the contractor fails to comply with the directions as in sub-rule (1), the Licensing Authority may forth with pass an order of revocation of license, recording the reasons thereof and communicate to the contractor. The copy of the order shall be endorsed electronically to Labour Commissioner, or any other Officer entrusted for the purposed.

80. Appeal under sub-section (1) of section 52:

The appellate authority under sub-section (1) of section 52 of the Code shall be Labour Commissioner.

81. Responsibility of Payment of wages under Section 55.-

The contractor shall fix the wage periods in respect of which wages shall be payable and no wage period shall exceed one month.

(1) The wages of every person employed as contract labour in an establishment or by a contractor shall be paid before the expiry of seventh day after the last day of the wage period in respect of which the wages are payable.

(2) The wages shall be disbursed through bank transfer or electronic mode only.

Provided newly employed persons maybe paid wages in cash up to two months or till opening of bank account whichever is earlier.

82. Making payment of wages from the security deposit amount under sub-section (4) of section 55: -

If the contractor or principal employer does not pay the wages to the contract labour employed by him, the Labour Commissioner or his representative or the competent officer as may be notified shall conduct or cause to conduct, an inquiry and after giving an opportunity to be heard to the contractor shall pass an order to make payment if any, of such wages from the amount deposited by the contractor as security deposit. The contractor shall re-furnish the security deposit within a period of fifteen days or else his license will be liable to be suspended.

83. Experience Certificate under section 56.-

Every concerned contractor shall issue on demand, experience certificate in **Form-XV** to the contract labour giving details of the period, work performed, experience gained in various fields performed by such contract labour.

84. Prohibition of employment of contract labour under clause (b) of sub-section (2) of section 57.-

(1) If a question arises as to whether any activity of an establishment is a core activity or otherwise, the aggrieved party may make an application, to the Labour Commissioner giving reasons along with supporting documents.

(2) The State Government may refer Suo-motu, casual nature any such question relating to core activity or activities, the work performed is of intermittent or of casual nature forward to the Nagaland Occupational Safety and Health Advisory Board constituted under section 17 of the code for deciding

the matter and to prohibit by notification in the official Gazette, employment of contract labour in any process, operation or other work in any establishment.

Part-2
INTER-STATE MIGRANT WORKER

85. Journey allowance to Inter-State Migrant Worker under Section 61.-

The employer shall pay a lump sum amount on account of fare for to & fro journey to inter-state migrant worker by train (not less than II Class Sleeper) or by bus or any other mode of passenger transport from the place of employment to the place of residence in the home state in the event of the following, namely: If he has worked for a period of not less than 180 days in the concerned establishment(s) in preceding twelve months:

Provided that the journey allowance shall be given to an inter-state migrant worker once in twelve months. In the event of change of employer by the inter-state migrant worker during the middle of the employment period and has not availed the journey allowance from his previous employer, then on the basis of a certificate to be given by inter-state migrant worker, the employer where the inter-state migrant worker is now working and the such worker has completed one hundred and eighty days in preceding twelve months including the period spent with the previous employer, then the employer shall give journey allowance.

86. Setting up of a Toll-Free helpline number to the inter-state migrant worker under Section 63.-

A Toll-Free help-line number shall be provided by the Labour Department, to address queries and grievances of the inter-state migrant workers and such toll free helpline number shall be displayed by every employer or occupier on display board of the establishment in English, Hindi and language understood by majority of the workers of the establishment.

87. Study of inter-state migrant workers under Section 64.-

The Government of Nagaland may identify the fields where studies to be carried out to promote safety, health and welfare of inter-state migrant workers. Wherever required the Central Government may also consult the State Government or expert organizations involved in the safety, health and welfare of inter-state migrant workers.

Part-3
AUDIO- VISUAL WORKER

88. Agreement for audio-visual worker under clause (a) of sub-section (2) of section 66.-

(1) The Form of agreement for the audio-visual workers with the producer is given in **Form-XVI**.

(2) The agreement shall be registered with the competent authority as may be notified by the State Government.

89. Procedure for reference of disputes to a Conciliation Officer or a Tribunal under sub-section (1) section66.-

The procedure for reference of dispute to a conciliation officer or a tribunal shall be in conformity with the Industrial Relation, Code 2020 and Rules framed thereunder.

Part-4
Factories

90.Rules in respect of factory or class or description of factories under sub-section(1)of section 79: -

The Government or the Chief Inspector-cum-Facilitator may require for the purposes of the Code, submission of plans of any factory which was either in existence on the date of the commencement of these rules or which had not been constructed or extended since then. Such plans shall be drawn to scale showing: -

(a) the site of the factory and immediate surrounding including adjacent buildings and other structures, roads, drains, etc.;

(b) the plan, elevation and necessary cross-sections of the factory buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire, and the position of the plant and machinery, aisles and passage ways; and

(c) such other particulars as the Government or the Chief Inspector-cum-Facilitator, as the case may be, may require.

91.Mode of submission of application under sub-section (2) of section 79.-

(1) No building shall be constructed or used as factory unless plans in respect of such building are approved by the Chief Inspector-cum-Facilitator.

(2) No addition/alteration or extension in the existing factory building shall be made unless plans in respect of such additions, alterations or extensions are approved by the Chief Inspector-cum-Facilitator.

(3) Application for approval of the plans shall be made in **Form-XVII** along with the following plans and documents to the Inspector-cum-Facilitator of the area:

(a) Flow chart of the manufacturing process giving a brief description of the process in its various stages;

(b) Site plan drawn to scale showing the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.;

(c) The plan, elevations and necessary cross-sections drawn to scale showing all relevant details relating to natural lighting, ventilation, and means of escape in case of fire, position of plant and machinery, aisles and passage ways;

(d) Such other particulars as the Inspector-cum-Facilitator may require in relation to the approval.

(4) If the Inspector-cum-Facilitator is satisfied that the plans and documents are in consonance with the requirements of the rules, he shall forward the plans and documents to the Chief Inspector-cum-Facilitator for approval. The Chief Inspector-cum-Facilitator after being similarly satisfied shall approve the plans:

Provided that where the plans and documents fall short of the requirements of these rules, the Inspector-cum-Facilitator or the Chief Inspector-cum-Facilitator as the case may be, may return the documents to the applicant for modifications and corrections as suggested therein:

Provided further that the plans shall not be deemed to have been submitted till such time as they are re-submitted duly modified and amended.

(5) No manufacturing process shall be carried on in any building or part of a building whether newly constructed, re-constructed or extended, or in any building which has been taken into use as a factory or part of a factory until a Certificate of Stability in respect thereof, in **Form-XVIII** signed by a competent person has been sent by the occupier or manager of the factory to the Chief Inspector-cum-Facilitator and accepted by him. Neither any new plant nor machinery shall be added to any building of a factory nor brought into use after such addition until a certificate of stability in **Form-XVIII** signed by a competent person in respect thereof has been sent by the occupier or manager of the factory to the Chief Inspector-cum- Facilitator and accepted by him. No person except in the case of building owned by any Government shall be authorized to sign a certificate of stability or to certify plans and specifications who is in the employment of the owner or builder of the building in respect of which the certificate is given.

(6) The employer seeking registration for a factory and grant of license shall apply from the Labour Department, Government of Nagaland by giving details about the factory as specified in the **Form-XIX**. The Form shall be duly signed digitally or in any other manner as may be required for the purposed. The applicant shall be responsible for veracity of all information submitted in the application:

Provided that the occupier of the premises in use as a factory on the date of commencement of these rules shall submit such an application within thirty days from the commencement of these rules.

(7) A registration certificate for a factory shall be granted in **Form-XX** by the Chief Inspector-cum-Facilitator or any other officer appointed and specially empowered in this behalf by the Chief Inspector-cum-Facilitator, if the application is complete in all respects but not later than seven days from the date of submission of complete application, failing which such license shall be deemed to have been issued and the license shall be auto generated:

Provided that in exceptional circumstances the Government of Nagaland may, for such period, by notification, dispense with requirement of in respect of a factory or class of factories, or part or whole of Nagaland, and submission of application in the form so provided, may be allowed.

(8) Every application for renewal, complete in all respects, shall be made to the Labour Department and shall be made not less than 60 (sixty) days before the date on which the license expires and if the application is complete in all respects, the renewal certificate shall be generated in **Form-XX.**

Provided that if the application for renewal, complete in all respects, is not received within the time specified in sub-rule (11), the license shall be renewed only on payment of a fee of twenty-five per cent in excess of the fees ordinarily payable for the renewal of the license.

(9) The fees for grant of license shall be the same as for renewal of license for one year and shall be as specified in the Schedules mentioned below: -

SCHEDULE

	Quantity of Minimum Number of Persons employed during the year								
H. P. installed	**20**	**50**	**100**	**250**	**500**	**750**	**1000**	**2000**	**5000 & above**
	Rs.	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**
NIL	390	530	950	2210	4310	6410	8510	12710	13510
10	410	610	1020	2290	4380	6480	8590	12780	13980
50	630	880	1310	2560	4660	6760	8860	13060	15080
100	980	1230	1650	2910	5010	7110	9210	13410	17910
250	1960	2280	2710	3960	6050	8160	9860	14460	20050
500	3780	4030	4450	5710	7810	9910	12010	16210	25100
1000	7280	7530	7950	9210	11310	13410	15510	19710	30500
1500	10780	11030	11450	12710	14810	16910	19010	23210	35100
2000	14280	14530	14950	16210	18310	20410	22510	26710	38700
5000 & above	20530	20780	21210	22450	24500	26510	29760	33910	44500

(10) Every license granted or renewed under these rules shall be valid for a period up to ten (10) years and shall remain in force till the 31st December of the year for which the license is granted or renewed.

(11) Every proposed approval shall become null and void if no construction is started within one year from approval. Further the approval granted under these Rules may be revoked by the Chief Inspector cum Facilitator if it is found that such approval has been obtained by the occupier or manager by misrepresentation of material facts or fraudulent documents submitted along with the application or otherwise or majority of the construction is not being done in accordance with the approval granted.

92. Common facilities and services for joint liability of owner of premises and occupiers of the factories under section 80. —

(1) Wherein any premises, separate buildings are leased to different occupiers for use as separate factories, the owner of the premises shall be responsible for the provisions and maintenance of common facilities and services, such as approach road, drainage, water supply, lighting and sanitation.

(2) Wherein any premises, independent or self-contained floors or flats are leased to different occupiers for use as separate factories, the owner of the premises shall be liable as if he were the occupier or manager of the factory, for any contravention of the provisions of this Code, in respect of; -

(i) latrines, urinals and washing facilities in so far as the maintenance of the common supply of water for these purposes is concerned;

(ii) fencing of machinery and plant belonging to the owner and not specifically entrusted to the custody or use of an occupier;

(iii) safeness of access to the floors or flats and maintenance and cleanliness of stair cases and common passages;
(iv) precautions in cases of fire;
(v) maintenance of hoists and lifts; and
(vi)maintenance of any other common facilities provided in the premises.

(3) The Chief Inspector-cum-Facilitator shall have, subject to the control of the appropriate Government, power to issue orders to the owner of the premises in respect of carrying out of the provisions of sub-sections (1) and (2).

(4) The provisions of sub-section (2) relating to the liability of the owner/occupier shall apply wherein any premises independent rooms with common latrines, urinals and washing facilities are leased to different occupier for use as separate factories:

Provided that the owner/occupier shall be responsible also for supplying with the requirements relating to the provision and maintenance of latrines, urinals and washing facilities.

(5) The Chief Inspector-cum-Facilitator shall have subject to the control of the appropriate Government, the power to issue orders to the owners/occupier of the premises referred to in respect of the carrying out of the provisions of section 24 of the Code.

(6) The Chief Inspector-cum-Facilitator shall have subject to the control of the appropriate Government, the power to issue orders to the owners of the premises in respect of the carrying out the provisions of clause 7 sub-section (1).

(7) In respect of Clause (4) and (6) of sub-section (1), while computing for the purposes of any of the provisions of this Code, the total number of workers employed, the whole of the premises shall be deemed to be a single factory.

93.Rules under section 82: -

(1) **Dangerous manufacturing processes or operations.**

The following operations when carried on in any factory are declared to be dangerous manufacturing processes or operations under section 82 of the code: -

i. Manufacture of aerated water and processes incidental thereto;
ii. Electrolytic plating or oxidation of metal articles by use of an electrolyte containing acids, bases or salts of metals such as chromium, nickel, cadmium, zinc, copper, silver or gold;
iii. Manufacture and repair of electric accumulators;
iv. Glass manufacture;
v. Grinding or glazing of metals;
vi. Manufacture and treatment of lead and certain compounds of lead;
vii. Generation of gas from dangerous petroleum;
viii. Cleaning, smoothening or roughening etc. of articles by a jet of sand, metal shot, grit or other abrasive propelled by a blast of compressed air of steam;
ix. Liming and tanning of raw hides and skins and processes incidental thereto;
x. Carrying on of certain processes of lead and lead material in Printing Presses and Type Foundries;
xi. Manufacture of pottery and ceramics;
xii. Chemical works;
xiii. Manipulation of stone or any other material containing free silica;
xiv. Handling and processing of asbestos, manufacture of any article of asbestos and any other process of manufacture or otherwise in which asbestos is used in any form;
xv. Handling and manipulation of corrosive substances;
xvi. Processing of cashew nuts;
xvii. Compression of Oxygen and Hydrogen produced by the electrolysis of water; Use of ovens and driers in factories;
xviii. Process extracting vegetable oils from oil cakes in solvent extraction plants;
xix. Manufacture and manipulation of manganese and its compounds;
xx. Manufacture or manipulation of dangerous pesticides;
xxi. Protection against hazards of poisoning arising from benzene;
xxii. Carbon disulphide plants ;

xxiii. Manufacture or Manipulation of Carcinogenic intermediates ;
xxiv. Operations involving High Noise levels ;
xxv. Manufacture of Rayon by Viscose :
xxvi. Highly Flammable liquids and Flammable Compressed Gases ;
xxvii. Operation in foundries.

(2) **Prohibiting or restricting the employment of Pregnant woman in the manufacturing process or operation**;-

Every Occupier or employer shall ensure to prohibit or restrict the employment of pregnant women in hazardous and dangerous operations which exposes them to serious risk of bodily injury, poisoning or disease. However, the Occupier shall make all the necessary arrangements for providing adequate safeguards prior to the employment of pregnant woman in case they are required to work in hazardous or dangerous operations.

(3) **Periodical Medical Examination**.

i. For the medical examination of workers to be carried out by the certifying surgeon for persons working under sub-Rule (1) of 93, the occupier of the factory shall pay fee at the rate of five hundred rupees per examination of each worker every time he/she is examined;

ii. The fees prescribed in clause (i) shall be exclusive of any charges for biological, radiological or other tests which may have to be carried out in connection with the medical examinations. Such charges shall be paid by the occupier;

iii. The fees to be paid for medical examination shall be paid to the Chief Inspector-cum-Facilitator in the manner as may be prescribed by him.

(4) **Welfare amenities, sanitary facilities, protective clothing and other necessary requirements for dangerous operations.** —

This shall apply to any class or description of factories wherein dangerous manufacturing processes or operations specified in each Part of the Schedule are carried on.

(5) Notwithstanding anything, the Inspector-cum-Facilitator may issue order in writing to the Manager or Occupier or both, directing them to carry such measures, and within such time, as may be specified in such order with a view to remove conditions dangerous to the health of the worker or to suspend any process, where such process constitutes in the opinion of the Inspector-cum-Facilitator imminent danger of poisoning or toxicity.

(6) Any register or record of medical examinations and tests connected therewith required to be carried out, in respect of any worker, shall be kept readily available to the Inspector-cum-Facilitator and shall be preserved till the expiry of a period of one year after the worker ceases to be in employment of the factory.

94.Site Appraisal Committee under section 83.

(1) The Government of Nagaland may constitute a Site Appraisal Committee as and when necessary, consisting of:

(i) the Chief Inspector of Factories who shall be its Chairman;
(ii) a representative of the State Pollution Control Board of the Government of Nagaland;
(iii) a representative of the Department of Environment of the Government of Nagaland;
(iv) a representative of the Local Government wing of the Department of Local Government Housing and Urban Development Department of the Government of Nagaland;
(v) an expert in the field of occupational health;
(vi) a representative of the Department of Industries of the Government of Nagaland; and
(vii) a scientist having specialized knowledge of the hazardous process which will be involved in the factory; and
(viii) any other person as deemed fit by the Government of Nagaland.

(2) No member, unless required to do so by a court of law, shall disclose otherwise than in connection with the purposes of the Act, at any time any information relating to manufacturing or commercial business or any working process which may come to his knowledge during his tenure as a Member on this Committee.

(3) i. Applications for appraisal of sites in respect of the industries covered under clause (za) of sub-section (1) of section 2 of the Code shall be submitted to the Chairman of the Site Appraisal Committee;

ii. The application for site appraisal along with fifteen copies thereof shall be submitted in **Form XXIII**. The Committee may dispense with furnishing of information on any particular item in the application Form, if it considers the same to be not relevant to the application under consideration;

iii. Functions of the Site Appraisal Committee; -

(a) The Chairman shall arrange to register the applications received for appraisal of site in separate register and acknowledge the same within a period of seven days;

(b) The Chairman shall fix up the meetings in such manner that all the applications received and registered are referred to the Committee within a period of one month from the date of their receipt;

(c) The Committee shall adopt a procedure for its working keeping in view the need for expeditious disposal of applications;

(d) The Committee shall examine the applications for appraisal of a site with reference to the prohibitions and restriction on the location of an industry and the carrying on of processes and operations in different areas as per the provisions of rule 5 of the Environment (Protection) Rules, 1986 framed under the Environment (Protection) Act, 1986;

(e) The Committee may call for documents examine experts, inspect the site if necessary and take other steps for formulating its views in regard to the suitability of the site ; and

(f) Wherever the proposed site required clearance by the Ministry of Industries or by the Ministry Environment and Forests of Government of India, the application for Site Appraisal will be considered by the Site Appraisal Committee only after such clearance had been received.

95.The manner of disclosing information by occupier of a factory under sub-section (1), (2), (5) and (7) of section 84.—

(1) The occupier of every factory carrying on a hazardous process shall arrange to obtain or develop information in the form of Material Safety Data Sheet (MSDS) in respect of every hazardous substance or material handled in the manufacture, transportation and storage in the factory. It shall be accessible upon request to a worker for reference; -

(i) Every such Material Safety Data Sheet shall include the following information: -

(a) The identity used on the label;

(b) Hazardous ingredients of the substance;

(c) Physical and chemical characteristics of the hazardous substance;

(d) The physical hazards of the hazardous substance, including the potential for fire, explosion and reactivity;

(e) The health hazards of the hazardous substance, including signs and symptoms of exposure and any medical conditions which are generally recognized as being aggravated by exposure to the substance;

(f) The primary route(s) of entry;

(g) The permissible limits of exposure prescribed in the Schedule-E of the Code, and in respect of a Chemical not covered by the said Schedule, any exposure limit used for recommended by the manufacturer, importer or occupier;

(h) Any generally applicable precautions for safe handling and use of the hazardous substance, which are known, including appropriate hygienic practices, protective measures during repairs and maintenance of contaminated equipment, procedures for clean-up of spills and leaks;

(i) Any generally applicable control measures, such as appropriate engineering controls, work practices, or use of personal protective equipment;

(j) Emergency and first aid procedures;

(k) The date of preparation of the Material Safety Data Sheet, or the last change to it;

(l) The name, address and telephone number of the manufacturer, importer, occupier or other responsible party preparing or distributing the Material Safety Data Sheet, who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

(2) The occupier while obtaining or developing a Material Safety Data Sheet in respect of a hazardous substance shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If he becomes newly aware of any significant evidence used in

making the hazard determination. If he becomes newly aware of any significant information regarding the hazards of a substance, or ways to protect against the hazards, this new information shall be added to the Material Safety Data Sheet as soon as practicable;

(i) An example of such Material Safety Data Sheet is given in the Schedule;

SCHEDULE
MATERIAL SAFETY DATA SHEET SAMPLE MODEL
Section I—Material Identification and Use Material Name/Identification: Manufacturer's

Name.....
Address .....
Street.....
City: ..... State: .....
Postal Code: ..... Telephone No. ..... E-mail…….....

Supplier's Name: .....
Address: .....
Street .....
City: ..... State: .....
Postal Code: ..... Telephone No. ..... E-mail…....

Chemical Name: .....
Chemical Identity: .....
Trade Name and Synonyms: .....
Product Use: .....

Section II
Hazardous Ingredients of Material

Hazardous ingredients	Approximate Concentrations	C.A.S. or UN Numbers species and Route	LD 50 specify species and Route	LC 50 specify

Section III
Physical Data for Material

Physical State Gas/Liquid/ Solid	Odour and Appearance	Odour Threshold	Specific Gravity (PPM)

Vapour Density (Air-I)	Vapour Rate	Evaporation Point(C)	Boiling (C)	Freezing Pressure (mm Hg)

Solubility in water (20 C)	PH	Density (g/ml)	Coefficient of Water/oil distribution

Section IV
Fire and Explosion Hazard of Material

Flammability ..... ……
Yes/No
If yes, under what condition.....Means of Extinction: .....
Special Procedures: .....

Flash point (°C and Method	Upper Explosion Limit (% by Volume)	Lower Explosion Limit (% by Volume)
Auto-ignition	TDC Flammability	Hazardous Combustion
Explosion Data Sensitivity		Sensitivity to Static Discharge

Section V
Reactivity Data

Chemical Stability
……Yes ……. No If no, under what conditions

Incompatibility to other substance
…… Yes …… No If yes, which one

Reactivity and under what conditions: .....
Hazardous Decomposition Products: .....
Material Name/Identifier: .....

Section VI
Toxicological Properties of

Route of Entry:
…….. Skin Contact ……. Skin Absorption . …. Eye Contact
…….. Inhalation Acute ……. Inhalation Chronic . …. Ingestion
Effect of Acute Exposure to material: .....
Effect of Chronic Exposure to material: .....
Exposure Limit (s) ..... Irritancy of Material .....
Sensitization to Material: ..... Carcinogenicity: .....
Reproductive effects. .....
Teratogenicity: .....
Mutagenicity: .....
Synergistic Materials: .....

Section VII
Preventive measures

Personal Protective Equipment: .....
Gloves (Specify) .....
Respiratory (Specify) .....
Eye (Specify): .....
Footwear (Specify): .....
Clothing (Specify): .....
Other (Specify) .....
Engineering control: (e.g., Ventilation, enclosed process, etc.) .....
Please Specify.....
Leak and Spill procedures: .....
Waste Disposal.....
Handling procedures and Equipment .....
Storage shipping information.....
Special Requirements .....

Section VIII
First Aid Measure

First Aid Measure: .....
Sources used .....
Additional information: .....

Section IX
Preparation Date of M.S.D.S

Prepared by (Group, Department, etc.) .....
Ph. No. ..... Date .....

Notes:
1. CAS or UN Number—Chemical Abstract Service or united nation (UN) Number.
2. LD 50— Lethal Doze—50% (LD 50—specify species and route)
3. LC 50—Lethal Concentration —50% (LC-50)—specify species and route).
4. TDG Flammability—Transport of Dangerous Goods Flammability Classification by united

(ii) Labelling: Every container of hazardous substances shall be clearly labelled or marked to identify
(a) the contents of the container;
(b) the name and address of the manufacturer or importer of the hazardous substances;
(c) the physical and health hazards; and
(d) The recommended personal protective equipment needs to work safely with the hazardous substance.

(3) ***Disclosure of Information to Workers.***

(i) The occupier of a factory carrying on a hazardous process shall supply to all workers the following information in relation to handling of hazardous materials or substances in the manufacture, transportation, storage and other processes
(a) Requirements of sections 84, 85 and 89 of the Code;
(b) A list of hazardous processes carried on in the factory;
(c) Location and availability of all Material Safety Data Sheets as per Rule 58;
(d) Physical and health hazards arising from the exposure to or handling of substances;
(e) Measures taken by the occupier to ensure safety and control of physical and health hazards;
(f) Measures taken by the workers to ensure safe handling, storage and transportation of hazardous substances;
(g) Personal Protective Equipment required to be used by workers employed in hazardous process or dangerous operations;
(h) Meaning of various labels and markings used on the containers of hazardous substances as provided under this rule.
(i) Signs and symptoms likely to be manifested on exposure to hazardous substances and to whom to report;
(j) Measures to be taken by the workers in case of any spillage or leakage of a hazardous substance;
(k) Role of workers vis-à-vis the emergency plan of the factory, in particular the evacuation procedures ;
(l) Any other information considered necessary by the occupier to ensure safety and health of workers.

(ii) The information required by sub-rule (i) shall be compiled and made known to workers individually through supply of booklets or leaflets and display of cautionary notices at the workplaces. The booklets, leaflets and the cautionary notices displayed in the factory shall be in the language understood by the majority of the workers and also explained to them;

(iii) The Chief Inspector-cum-Facilitator may direct the occupier to supply further information to the workers as deemed necessary.

(4) ***Disclosure of information to general public.***

(i) The occupier of every factory carrying on a hazardous process, shall in consultation with the District Emergency Authority designated by the Appropriate Government, take appropriate steps to inform the general public who are likely to be in the area which might be affected by an accident. Such information shall include

(a) Name of the factory and address where situated;

(b) Identification, by name and position, of the person giving the information;

(c) Confirmation that the factory has approval from the Factories Inspectorate and Pollution Control Board;

(d) An explanation in simple terms of the hazardous process(es)carried on in the premises;

(e) The common names of the hazardous substances used which could give rise to an accident likely to affect them, with an indication of their principal harmful characteristics;

(f) Brief description of the measures to be taken to minimize the risk of such an accident in compliance with its legal obligations under relevant safety statutes;

(g) Salient features of the approved disaster control measures adopted in the factory;

(h) Details of the factory's emergency warning system for the General Public;

(i) General advice on the action members of the public should take on hearing the warning;

(j) Brief description of arrangements in the factory, including liaison with the emergency services, to deal with foreseeable accidents of such nature and to minimize their effects; and

(k) Details of where further information can be obtained.

(ii) The occupier shall also supply any further information;

(a) to general public as directed by the Appropriate Authority Appropriate Authority from time to time;

(b) to the elected representatives of the general public on request;

(iii) The occupier shall endeavor to enter an agreement with the Appropriate Authority for the area, within whose jurisdiction the factory is situated, for the Appropriate Authority to take appropriate steps to inform the general public outside the factory who are likely to be affected by an accident as required in clause (i) ;

(iv) The information prescribed in sub-rule (4) shall be in the regional language and in English.

(5) ***Disclosure of information to the local authority***.

The occupier of every factory carrying on a hazardous process shall furnish the following information in writing to the local authority having jurisdiction over the area in which the factory is situated:

i. the information furnished to general public as prescribed in sub-rule (4) ;

ii. a statement of the names and quantities generally stored or in process of hazardous substances included in the list of chemicals prescribed under clauses (vi) and (vii) of sub-section (2) of section 3 of the Environment (ProtectionAct,1986).

(6) ***Disclosure of information to District Emergency Authority***.

(i) The occupier of a factory carrying on a hazardous process, shall intimate the Appropriate Authority designated by the Government of Nagaland, all information having a bearing on preparation of an on-site emergency plan and a disaster control and management plan in respect of the factory ;

(ii) Without prejudice to the generality of this clause, the occupier shall furnish the Appropriate Authority the following :

(a) a report on status relating to risk assessment and environmental impact assessment and the measures taken for prevention of accidents;

(b)compilation of Material Data Sheets in respect of hazardous substances used, produced or stored in the factory;

(c) a statement on all possible sources of accidents involving fire, explosion, release or leakage of toxic substances and the plan of the premises where such an accident may occur;

(d) A statement on resources and facilities available for dealing with an emergency including any agreement entered into with a neighboring factory for aid and assistance in the event of an emergency:

(e) A map of the area showing the approaches to the factory location of emergency facilities such as hospitals, police, fire service;

(f) The organization of the management and the responsibility for safety indicating therein the persons responsible for onsite emergency action;

(g) Details relating to alert system;

(h) Information on availability of antidotes for poisoning resulting from an accident;

(i) Any other information as may be considered relevant by the occupier or asked for by the Appropriate Authority.

(7) ***Disclosure of information to the Chief Inspector***.

(i) The occupier of every factory carrying on hazardous process shall furnish, in writing, to the Chief Inspector-cum-Facilitator copy of all the information furnished to the workers, local authority, general public and the Appropriate Authority;

(ii) A copy of compilation of Material Safety Data Sheets in respect of hazardous substances used, produced or stored in the factory shall be furnished to the Chief Inspector, and the local Inspector;

(iii) The occupier shall also furnish any other information asked for by the Chief Inspector from time to time for the purpose of this Code and Rules made thereunder.

(8) ***Emergency plan***.

i. The occupier of a factory carrying on a hazardous process shall prepare a draft on-site emergency plan and submit it to the Chief Inspector-cum-Facilitator. The Chief Inspector-cum-Facilitator may make such modification in the plan as necessary, in consultation with the occupier and approve the same:

ii. The occupier will submit a copy of the approved plan to the Appropriate Authority;

iii. The occupier will intimate the workers the provisions of the emergency plan and hold rehearsals of the plan periodically. He shall review the plan from time to time and make necessary changes therein under intimation to the Chief Inspector-cum-Facilitator and the Appropriate Authority:

iv. The Chief Inspector-cum-Facilitator may issue guidelines relating to formulation of emergency plans. He may also direct modifications of the emergency plan in respect of any factory as may be necessary, from time to time.

(9) ***Disaster Control and Management Plan***.

i. The occupier of every factory carrying on a hazardous process shall prepare a draft disaster control and management plan in respect of his factory and submit the same to the Chief Inspector-cum-Facilitator and the Appropriate Authority;

ii. The District Emergency Authority on receipt of the plan shall hold consultation with the occupier, representatives of the Chief Inspector, the State Pollution Control Board, local authority as well as police, health fire brigade and other authorities concerned and finalize the plan:

iii. The Appropriate Authority shall forward a copy of the final plan to the occupier and all authorities concerned. The occupier shall intimate the workers the contents of the plan;

iv. The occupier in consultation with the Appropriate Authority will arrange rehearsals of the plan at least once a year;

v. The Chief Inspector-cum-Facilitator may issue guidelines for formulation of disaster control and management plans. The Chief Inspector as well as the Appropriate Authority may after mutual consultation also direct modifications of the disaster control and management plan in respect of a factory as may be necessary from time to time.

(10) ***Information on Industrial Wastes***.

i. The information furnished under sub rules (3), (5), (6) & (7) of Rule 95 shall include the quantity of the solid and liquid wastes generated per day, their characteristics and the method of treatment such as incineration of solid wastes, chemical and biological treatment of liquid wastes, and arrangements for their final disposal:

ii. It shall also include information on the quality and quantity of gaseous waste discharged through the stacks or other openings, and arrangements such as provision of scrubbers, cyclone separators, electro-static precipitators or similar such arrangements made for controlling pollution of the environment :

iii. The occupier shall also furnish the information prescribed in the clause (i) and clause (ii) to the State Pollution Control Board.

(11) ***Review of the Information furnished to workers etc.***

i. The occupier shall review once in every calendar year and modify, if necessary, the information furnished under sub-rule (3) to (7) of Rule 180 to the workers, general public, local authority, Chief Inspector and the Appropriate Authority;

ii. In the event of any change in the process or operations or methods of work or when any new substance is introduced in the process of in the event of a serious accident taking place, the information so furnished shall be reviewed and modified to the extent necessary;

(12) ***Confidentiality of information.***

(i) The occupier of a factory carrying on hazardous process shall disclose all information needed for protecting safety and health of the workers and the general public in the neighborhood

a. His workers;

b. Appropriate Authority; and

c. Chief Inspector as required under sub-rules (3), (6) and (7) of Rule 95. If the occupier is of the opinion that the disclosure of details regarding the process and formulations will adversely affect his business interests, he may make a representation to the Chief Inspector cum-Facilitator stating the reasons for withholding such information. The Chief Inspector-cum-Facilitator shall give an opportunity to the occupier of being heard and pass an order on the representation;

(ii) An occupier aggrieved by an order of Chief Inspector-cum-Facilitator may prefer an appeal before the Government of Nagaland within a period of 30 days. The Nagaland Government shall give an opportunity to the occupier of being heard and pass an order. The order of the Government shall be final.

96.The conditions for accessibility of the record by the workers under clause (a) of section 85.-

(1) The occupier of every factory carrying out a hazardous process shall make accessible the health records including the record of worker's exposure to hazardous process or, as the case may be, the medical records of any worker for his perusal under the following conditions: -

i. Once in every six months or immediately after the medical examination whichever is earlier;

ii. If the factory Medical Officer or the Certifying Surgeon as the case may be, is of the opinion that the worker has manifested signs and symptoms of any notifiable disease as specified in the Third Schedule of the Code ;

iii. If the worker leaves the employment;

iv. If any one of the following authorities so direct: -

- the Chief Inspector-cum-Facilitator;
- the Health Authority of the Central or Government of Nagaland;
- the Commissioner of Workmen's Compensation;

(2) A copy of the up-to-date health records including the record of worker's exposure to hazardous process or, as the case may, the medical records shall be supplied to the worker on receipt of an application from him. X- ray plates and other medical diagnostic reports may also be made available for reference to his medical practitioner.

97.The qualification and experience of persons handling hazardous substance and manner of providing necessary facilities for protecting the workers under clause (b) of section 85.-

(1) All persons who are required to supervise the handling of hazardous substances shall possess the following qualifications and experience: -

i. A degree in Chemistry or Diploma in Chemical Engineering or Technology with 5 years' experience; or

ii. A Master's Degree in Chemistry or a Degree in Chemical Engineering or Technology with 2 years' experience;

iii. The experience stipulated above shall be in process operation and maintenance in the Chemical Industry;

iv. The Chief Inspector-cum-Facilitator may require to undergo training in Health and Safety for supervision.

(2) The syllabus and duration of the above training and the organizations conducting the training shall be approved by the DGFASLI or the appropriate Government in accordance with the guidelines issued by the DGFASLI.

98.The manner of providing for medical examination of a worker under sub-clause (ii) of clause (c) of section 85.-

(1) Workers employed in a hazardous process shall be medically examined by a qualified medical practitioner herein after referred to as a Factory Medical Officer, in the following manner:

i. Once before employment, to ascertain physical fitness of the person to do the particular job;

ii. Once in a period of 6 months, to ascertain the health status of all the workers in respect of occupational health hazards to which they are exposed and in cases where in the opinion of the Factory Medical Officer it is necessary to do so at a shorter interval in respect of any workers;

iii. The details of pre-employment and periodical medical examination carried out as aforesaid shall be recorded in the Health Register in the **Form XXII**.

(2) No person shall be employed for the first time without a certificate of fitness in **Form XXI** granted by the Factory Medical Officer. If the Factory Medical Officer declares a person unfit for being employed in any process covered under sub-rule (1), such a person shall have the right to appeal to the Inspector who shall refer the matter to the Certifying Surgeon whose opinion shall be final in this regard. If the Inspector is also a Certifying Surgeon, he may dispose of the application himself.

(3) Any findings of the Factory Medical Officer revealing any abnormality or unsuitability of any person employed in the process shall immediately be reported to the Certifying Surgeon who shall in turn, examine the concerned worker and communicate his findings to the occupier within30 days. If the Certifying Surgeon is of the opinion that the worker so examined is required to be taken away from the process for health protection, he will direct the occupier accordingly, who shall not employ the said worker in the same process. However, the worker so taken away shall be provided with alternate placement unless he is in the opinion of the Certifying Surgeon, fully incapacitated in which case the worker affected shall be suitably rehabilitated.

(4) A Certifying Surgeon on his own motion or on a reference from an Inspector may conduct medical examination of a worker to ascertain the suitability of his employment in a hazardous process or for ascertaining his health status. The opinion of the Certifying Surgeon in such a case shall be final. The fee required for this medical examination shall be paid by the occupier.

(5) The worker taken away from employment in any process under sub-rule (2) may be employed again in the same process only after obtaining the Fitness Certificate from the Certifying Surgeon and after making entries to that effect in the Health Register.

(6) The worker required to undergo medical examination under these rules and for any medical survey conducted by or on behalf of the Central Government or the State Government shall not refuse to undergo such medical examination.

99.The measures or standards under sub-section (1) of section 86.-

(1) **Occupational Health Centre's**. -

In respect of any factory carrying on 'hazardous process', there shall be provided and maintained in good order an Occupational Health Centre with the services and facilities as per scale laid down hereunder: -

i. For factories employing up to 50 workers-

a. The services of a Factory Medical Officer on retainer-ship basis, in his clinic to be notified by the occupier. He will carry out the pre-employment and periodical medical examination as stipulated in rule 61 and render medical assistance during any emergency;

b. A minimum of 5 persons trained in first-aid procedures amongst whom at least one shall always be available during the working period;

c. A fully equipped first-aid box.

ii. For factories employing 51 to 200 workers-

a. An occupational Health Centre having a room with a minimum floor area of 15 sq. mm with floors and walls made of smooth and impervious surface and with adequate illumination and ventilation as well as equipment;

b. A part-time Factory Medical Officer shall be in overall charge of the Centre who shall visit the factory at least twice in a week and whose services shall be readily available during medical emergencies;

c. One qualified and trained dresser-cum-compounder on duty throughout the working period;

d. A fully equipped first aid box in all the departments;

iii. For Factories employing above 200 workers;

a. One full-time Factory Medical Officer for factories employing up to 500 workers and one more Medical Officer for every additional 1000 workers or part thereof;

b. An Occupational Health Centre having at least 2 rooms each with a minimum floor area of 15 sq. meter with floors and walls made of smooth and impervious surface and adequate illumination and ventilation as well as equipment;

c. There shall be one nurse, one dresser-cum-compounder and one Sweeper-cum-Ward Boy throughout the working period;

d. The Occupational Health Centre shall be suitably equipped to manage medical emergencies.

(2) The Factory Medical Officer required to be appointed under clause (a) shall have qualifications included in Schedule to the Indian Medical Degrees Act of 1916 or in the Schedules to the Indian Medical Council Act.1956 and possess a Certificate of Training in Industrial Health of minimum three months duration recognized by the Government of Nagaland.

Provided that;

(i) A person possessing a Diploma in Industrial Health or equivalent shall not be required to possess the certificate of training as aforesaid;

(ii) The Chief Inspector-cum-Facilitator may, subject to such conditions as he may specify, grant exemption from the requirement of this sub-rule, if in his opinion a suitable person possessing the necessary qualification is not available for appointment;

(iii) In case of a person who has been working as a Factory Medical Officer for a period of not less than 3 years on the date of commencement of this rule, the Chief Inspector-cum-Facilitator may, subject to the condition that the said person shall obtain the aforesaid certificate of training within a period of three years, relax the qualification.

(3) The syllabus of the course leading to the above certificate, and the organizations conducting the Course shall be approved by the Directorate General of Factory Advice Service and Labour Institutes or the Government of Nagaland in accordance with the guidelines issued by the DGFASLI.

(4) Within one month of the appointment of a Factory Medical Officer, the occupier of the Factory shall furnish to the Chief Inspector-cum-Facilitator the following particulars :-

i. Name and address of the Factory Medical Office;

ii. Qualifications;

iii. Experience, if any; and

iv. The sub-rule under which appointed.

(5) Ambulance Van;

(i) In any factory carrying on 'hazardous process', there shall be provided and maintained in good condition, a suitably constructed ambulance van equipped with items as per sub-rule (5) and manned by a full time Driver- cum-Mechanic and a Helper trained in first aid, for the purposes of transportation of serious cases of accidents or sickness. The ambulance van shall not be used for any purpose other than the purpose stipulated herein and will normally be stationed at or near to the Occupational Health Centre:

Provided that a factory employing less than 200 workers, may make arrangements for procuring such facility at short notice from a nearby hospital or other places, to meet any emergency.

(ii) The Ambulance should have the following equipment.

a. General

- A wheeled stretcher with folding and adjusting devices; with the head of the stretcher capable of being tilted upward;
- Fixed suction unit with equipment;

- Fixed oxygen supply with equipment;
- Pillow with case; -Sheets; - Blankets; -Towels;
- Emesis bag; - Bed pan; - Urinal; -Glass

b. Safety equipment

- Flares with life of 30 minutes; - Floodlights; - Flash lights;
-Fire extinguisher dry power type; - Insulated gauntlets

c. Emergency Care Equipment Resuscitation

- Portable suction unit; Portable oxygen units;
- Bag-valve-mask, hand operated artificial ventilation unit; - Airways; -Mouth gags;
- Tracheostomy adapters; - Short spine board; I.V. Fluids with administration unit;
- B.P. Manometer; - Cum; -Stethoscope

Immobilization

- Long and short padded boards; - Wire ladder splints;
- Triangular bandage; - Long and short spine boards

Dressings

- Gauze pads 4" x 4"; - Universal dressing 10" x 36",
- Roll of Aluminum foils; - Soft roller bandages 6" x 5 yards;
- Adhesive tape in 3" roll; -Safety pins; - Bandage sheets; - Burn sheet.

Poisoning

- Syrup of Ipecae; - Activated Charcoal Pre-packeted indozes;
- Snake bite kit; - Drinking water

Emergency Medicines

- As per requirement (under the advice of Medical Officer only)

(6) **Decontamination Facilities.** -

In every factory, carrying out 'hazardous process', the following provisions shall be made to meet emergency: -

i. fully equipped first aid box;

ii. readily accessible means of water for washing by workers as well as for drenching the clothing of workers who have been contaminated with hazardous and corrosive substance; and such means shall be as per the scale shown in the Table below:

TABLE

Sl. No. of persons employed No. at any time	No. of drenching showers
(i) Up to 50 workers	2
(ii) Between 51 to 200 workers	2+1 for every additional 50 or part thereof
(iii) Between 201 to 500 workers	5+1 for every additional 100 or part thereof
(iv) 501 workers and above	8 + 1 for every additional 200 or part thereof.

iii. a sufficient number of eye wash bottles filled with distilled water or suitable liquid, kept in boxes or cupboards conveniently situated and clearly indicated by a distinctive sign which shall be visible at all times.

100.Issue of Guidelines. -

For the purpose of compliance with the requirements under sub-sections (1), (4) and (7) of section 84 or section 85 of the Code, the Chief Inspector-cum-Facilitator may, if deem necessary, issue guidelines from time to time to the occupiers of factories carrying on 'hazardous process'. Such guidelines may be based on National Standards, Codes of Practice, or recommendations of International Bodies such as ILO and WHO.

101.The value of the maximum permissible limit of exposure of chemical and toxic substances in manufacturing process in any factory under section 88.-

The maximum permissible threshold limits of exposure of chemical and toxic substances in manufacturing processes (whether hazardous or otherwise) in any factory shall be of the value as notified by the Appropriate Authority.

102. The appellate authority for appeal against the order of Inspector-cum-Facilitator of factory and the manner of appeal under section 90.-

(1) An appeal presented under section 90 shall lie with the Chief Inspector-cum-Facilitator in cases where the order appealed against is an order passed by that officer, with the appropriate Government or with such authority as the appropriate Government may appoint in this behalf and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing court-fees stamp in accordance with Article 11 of Schedule-II to the Court Fees Act, 1870, and shall be accompanied by a copy of the order appealed against.

(2) On receipt of the memorandum of appeal, the appellate authority shall, if it thinks fit or if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the body declared under sub-rule (3) to be representative of the industry concerned, to appoint an assessor within a period of 14 days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Inspector-cum-Facilitator whose order is appealed against, and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.

(3) The appellant shall state in the memorandum presented under sub-rule (1) whether he is a member of one or more of the following bodies.

The body empowered to appoint the assessor shall: -

(i) if the appellant is a member of one of such bodies, be that body;

(ii) if he is a member of two such bodies, be the body which the appellant desired should appoint such assessor; and

(iii) if the appellant is not a member of any of the aforesaid bodies or if he does not state in the memorandum which of such bodies, he desires should appoint the assessor, be the body which the appellant authority considers as the best fitted to represent the industry concerned.

(4) An assessor appointed in accordance with the provisions of sub-rules (2) and (3) shall receive, for the bearing of the appeal, a fee to be fixed by the appellate authority. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessors by appropriate Government, but where assessors have been appointed at the request of the appellant and the appeal has been decided wholly or partly against him the appellate authority may direct that the fees and travelling expenses of the assessors shall be paid in whole or in part by the appellant.

(5) The Appellate Authority may, after giving the parties to the Appeal an opportunity of being heard, pass such orders as he thinks fit, conforming, modification or setting aside the order appealed against, within a period of sixty days from the date of receipt of the appeal.

103. Power to make rule to exempt (Section 91) Persons defined to hold positions of supervision or management or confidential etc. in a factory. -

The following persons in factories shall be deemed to hold positions of supervision or management and to be employed in confidential position: -

(a) (i) Managing Director, President, Chief Executive or Senior-Vice President, Vice- President or General Manager;

(ii) Managers, Deputy Managers, Assistant Managers,

(iii) Safety Officers, Welfare officers

(iv) Heads of the Departments

(v) Engineers

(vi) Foremen

(vii) Weaving masters and spinning masters in textile mills,

(viii) Head electricians

(b) any other person who, in the opinion of the Chief Inspector-cum-Facilitator, holds a position of supervision or management.

Provided that a list showing the Names & Designation of all persons referred above shall be maintained in the factory.

PART-5
Plantation
(Rules 132 to 147 prescribed under section 92 ,93) 132.

104. Housing accommodation for workers. -

Every employer shall provide for workers and his family residing in a plantation, housing accommodation as near as possible to the place of work.

105. Standard and specification of housing accommodation. -

All housing accommodation for workers in a plantation shall have separate rooms for women employees. Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting. The rooms or other suitable alternative accommodation shall be of such dimensions so as to provide at least a floor area of 10 square meters excluding area of kitchen and toilet for each person making use of the room. The accommodations shall be so constructed as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious floor surface.

106. Sites for housing accommodation. -

(1) The housing accommodation shall be provided on dry well-drained land which, consistent with the requirement regarding distance from the plantation, has supplies of wholesome drinking water within a reasonable distance. In materials tracts, the houses shall be provided at a safe distance from the swamps and marshes and above the highest flood level.

(2) Adequate lighting arrangements shall be provided in and around the area in which housing accommodation is provided.

(3) The employer shall maintain in good condition the approach roads and paths to the area where houses are located as also the sewers and drains in that area.

(4) The employer shall not deny to the public free access to those parts of the Plantation where the workers are housed.

(5) The employer shall cause the vicinity of all houses to be kept clear of refuse and excreta and the latrines and drains to be cleaned out daily and all refuse in or near them to be collected, removed and disposed of hygienically.

107. Maintenance of houses. -

(1) The employer shall, at his own expenses, maintain all houses provided for accommodation of workers in a fit and safe condition and execute annual and such other repairs as may be necessary from time to time.

(2) A worker occupying a house may, and an Inspector-cum-Facilitator appointed under the Code shall, bring to the notice of the employer any defects in the condition of a house which make it dangerous to the health and safety of the worker. Where an Inspector-cum-Facilitator brings any such defects to notice, it shall be the duty of the employer to rectify them with the least possible delay.

(3) The employer shall get all the houses lime-washed at least once every year and all the doors, windows and other wooden structures varnished or painted once in three years. A record of dates on which lime-washing or painting was carried out shall be maintained in a register in Form 10 electronically.

108. Accommodation to be rent free. -

No rent shall be charged by an employer for the housing accommodation provided to workers and their families residing in his plantation. Every employer of the plantation wherein fifty or more workers (including workers employed by any contractor) are employed or were employed on any day of the preceding twelve months, shall provide crèches facilities. 184

109. Educational facilities for worker's children.

(a) Every employer shall if the number of worker's children between the ages of six to twelve in his plantation exceeds 25, provide and maintain a Primary School or Schools for imparting Primary

education to the children. Every employer of Plantation shall provide a hospital in his plantation. There shall be two types of hospitals in plantations, viz, Garden Hospitals and Group Hospitals—

(i) Garden Hospitals will deal with out-patients, inpatients not requiring any elaborate diagnosis and treatment, infectious cases, midwifery, simple prenatal and postnatal care of infants and children and periodical inspection of workers.

(ii)Group Hospitals shall be capable of dealing efficiently with all types of cases normally encountered but will not be used for routine treatment. Admission to Group Hospitals shall be only on the recommendation of a garden hospital doctor.

(b)Equipment and drugs. - Every dispensary, garden hospital and group hospital shall maintain such equipment and drugs, etc., as may be specified by the State Government.

(c)Medical records. -

(1) The Medical Officer-in-charge of each dispensary, garden or group hospital shall maintain medical record in respect of every patient as may be prescribed by the State Government for the purpose; and

(2) comply with such regulations as may be made by the State Government in respect of medical stores Rule.

110. Recreational facilities. -

(1) Every employer shall provide and maintain—

(i) Recreation Centre to the scale of one for every one hundred and seventy-five families of resident workers or part thereof with provision for a radio and television set and indoor games for adult workers and Childs as specified by the Labour Commissioner of the state with prior approval of the State Government subject to there being at least one centre for each Plantation or out garden thereof;"

(ii) where adequate flat open space is available within a reasonable distance, a playground or playgrounds for adult and child workers with necessary sports equipment for out- door games:

(2). Every recreation centre to be provided and maintained shall be conveniently situated as near as possible to the workers quarters.

111. Uses, handling, transport and storage of insecticides, pesticides, chemical and toxic substances within the plantation. -

(1) No insecticides, pesticides, chemical and toxic substances shall be transported or stored in such a way as to come into direct contact with foodstuffs or animal feeds or drinking water.

(2) If any insecticide, pesticides, chemicals and toxic substances are found to be leaked out in transport or storage, it shall be the responsibility of the employer to take such measures urgently to prevent poisoning and pollution of soil or water, if any.

(3) The packages containing insecticide, pesticides, chemicals and toxic substances shall be stored in separate rooms or premises away from the rooms or premises used for storing such articles or shall be kept in separate almirahs under lock and key depending upon the quantity and nature of the insecticides.

(4) The rooms or premises meant for storing insecticide, pesticides, chemical and toxic substances shall be well built, dry, well-lit and ventilated with sufficient dimension.

112. Prohibition or restriction on employment of women and adolescent workers in handling insecticides, chemicals and toxic substances. -

No women worker or adolescent worker shall be permitted to be engaged in handling or storage or transport of insecticide, pesticide, chemicals and toxic substances

198. Appointment and qualification of Supervisors under section 93 (3). -

The use, handling, storage and transportation of insecticides, chemicals and toxic substances shall be supervised by a competent person who should possess the following qualifications. —

(i) He shall be a graduate in Agriculture or in science or he shall possess a Certificate Course on handling of chemicals and toxic substances conducted by the recognized institutes.

(ii) He should be given training from a designated Training Instituted; and

(iii) He should also possess a valid certificate from a recognized institute for giving first aid treatment to workers.

113. Training of Workers-

(1) The workers involved in handling insecticides, chemicals, arid toxic substances shall be arranged for suitable training in observing safety precautions and handling safety equipment provided to them in the institutes notified by the State Government from time to time.

(2) All the workers who apply, handle, transport or come into contact with agrochemicals or other chemical substances must be trained in at least in the following subjects. —

(i) General occupational health;

(ii) Formulations, names, and the biocide action of the substances used in the case of pesticides;

(iii) Correct use of personal protective clothing and equipment;

(iv) Preventive measures and measures for reducing damage to health and the environment, caused by the chemical substances, equipment, techniques, signage, medical examination, etc.,

(v) Emergency procedures, first aid and medical attention for cases involving poisoning or undue contact with chemical substances;

(vi) Techniques for handling chemical substances and for the correct application of agro chemicals;

(vii) Secure handling and transportation of agro-chemicals for drivers; and

(viii) Other necessary training suitable for the plantation.

114. Periodic medical examination to the workers. —

(1) Every worker who is engaged in the work of handling, dealing, or spraying or mixing insecticides, chemical and toxic substances shall be medically examined initially at the time of employment and thereafter once in six months in the hospitals notified in this behalf.

(2) The medical examination and tests shall be recorded as per the format 7.

(3) Any person showing symptoms of poisoning shall be immediately examined and given proper treatment.

115. Maintenance of health record. —

Every employer shall maintain a health record of every worker such as annual medical examination or any other examination when required shall be kept in plantation and every such worker shall have access to such record.

116. Washing, bathing and cloak room facilities. -

(1) Every employer shall provide washing, bathing and cloak room facilities to the workmen, who are employed in handling insecticides, pesticides, chemicals and toxic substances.

(2) Protective clothing and equipment. —

(a) Persons handling insecticides, chemicals and toxic substances during its operation, distribution, mixing, spraying shall be adequately protected with appropriate clothing.

(b) The protective clothing shall be made of materials which prevent or resist the penetration of any form of insecticide, chemical and toxic formulations. The materials shall also be washable so that the toxic elements may be removed after each use.

(c) A complete suite of protective clothing shall consist of the following dresses, namely. —

(i) Protective outer garment with hat.

(ii) Rubber gloves or such other protective gloves extend way up to the fore arm made of materials impermeable to liquids.

(iii) Dust proof goggles.

(iv) Boots.

(v) Reusable cloth masks.

117. Display of list of insecticides, pesticides, chemicals and toxic substances. —

Every employer shall display in plantations the list of insecticides, chemicals and toxic substances as notified by the Central Government, from time to time, under the insecticides Act, 1968 (Central Act 46 of 1968).

118. Precautionary notices under Section 93 (9). —

Every employer in the plantations shall display the following precautionary notices at or near the place where the insecticides, chemicals and toxic substances are handled. —

(i) Use protective clothing like overalls, gloves, rubber gum-boots and wide brimmed hats.

(ii) Do not wear clothes contaminated with insecticides and pesticides.

(iii) Clean the protective clothing by washing with soap and water.

(iv) Do not allow children, sick persons and pregnant women and nursing mothers to handle insecticides and pesticides.

(v) Do not eat, drink, smoke or chew while handling insecticides and pesticides.

(vi) Never blowout clogged nozzles with your mouth.

(vii) Do not use leaking sprayers. Avoid contamination of the skin, mouth and eyes.

(viii) Do not inhale the insecticides unattended in the fields.

(ix) Never spray insecticides and pesticides against the wind.

(x) Do not leave insecticides and pesticides unattended in the fields.

(xi) Do not allow humans and livestock to enter the insecticides and pesticides sprayed fields for a period of time, suggested by the manufacturers.

(xii) Do not wash insecticides and pesticides containers near a well or running stream.

(xiii) Keep clean water, soaps and towels ready for use.

(xiv) Wash hands and exposed skin thoroughly with soap and water before eating, drinking, smoking or, chewing and after work.

(xv) Keep the insecticides and pesticides locked in the store room and out of reach of children and other unauthorized persons.

(xvi) Do not enter the sprayed field. Follow the re-entry periods for all insecticides and pesticides including herbicides, suggested by the manufacturers.

(xvii) Keep insecticides and pesticides in their original, labeled containers.

(xviii) Do not decant insecticides and pesticides into unlabeled containers except for immediate use.

(xix) Dispose the containers safely after thoroughly emptying and washing. They may be buried in a place away from a water source.

(xx) Never reuse the container for any other purposes if it is impossible to remove the traces of insecticides and pesticides from the containers.

CHAPTER IX
OFFENCES AND PENALTIES

119. Manner of holding enquiry under sub-section (1) of section 111.-

The Government of Nagaland may by notification in the official gazette appoint any gazette officer not below the rank of Assistant Labour Commissioner having jurisdiction for holding enquiry and imposing penalty in such manner as may be prescribed by the State Government under this section.

120. Form and manner of preferring appeal and the fee to accompany such appeal under sub-section (3) of section 111.-

(1) The employer aggrieved by the order of Enquiry Officer, may appeal against such order before the appellate officer appointed by the Government of Nagaland for such purpose within thirty days from the date of receipt by him of such order, electronically or otherwise along with fee @25% of penalty imposed to be deposited in the official account of the Appellate Authority electronically or otherwise.

(2) Where the memorandum of appeal is in order, the appellate authority shall admit the appeal, acknowledge it and intimate admission of such appeal, and shall register the appeal in electronic form to be kept for the purpose called the register of appeals.

(3) When the appeal has been admitted, the appellate authority shall send the notice of the appeal to the enquiry officer, against whose order the appeal has been preferred and the enquiry officer shall thereupon send the records of the case to the appellate authority online electronically or otherwise.

(4) On receipt of the appeal, the appellate authority shall send a notice to the appellant to appear before him on such date and time as may be specified in the notice for the hearing of the appeal electronically or by registered post.

(5) If on the date fixed for hearing, the appellant does not appear, the appellate authority may dismiss the appeal for default of appearance of the appellants by sending the copy of the order to the applicant electronically or otherwise

(6) Where an appeal has been dismissed, the appellant may apply electronically to the appellate authority for the restoration of the appeal within thirty days from the date of receipt of the order and if the appellate authority is satisfied that the appellant was prevented by sufficient cause from appearing, the appellate authority shall restore the appeal subject to costs at the discretion of the authority.

(7) The order of the Appellate Authority shall be communicated electronically or by registered post to the appellant and copy thereof shall be sent to the registering officer against whose order the appeal has been preferred and shall be disposed of within a period of thirty days from the date of receipt of appeal.

121. Manner of compounding of offences by the authorized officer specified under sub-section (1) of section 114.-

(1) The officer notified by the State Government for the purposes of compounding of offences under sub-section (1) of section 114 shall issue electronically a compounding notice for the offences for which are compoundable under section sub-section (1) of section 114.

(2) The person so noticed may apply to the officer electronically and deposit the entire compounding amount by electronic transfer or otherwise, within fifteen days of the receipt of the notice.

(3) The Compounding Officer shall issue a composition certificate FORM XXIV within ten days of receipt of the composition amount, to such person from whom such amount has been received in satisfaction of the composition notice.

(4) If a person so noticed fails to deposit the composition amount within the one months before the institution of prosecution, the prosecution shall be proceeded with before the competent Court.

(5) No prosecution shall be instituted without giving an opportunity to the employer to comply with such provisions subjected to proviso of sub-section (1) of Section 110 and compounding as under Section 114.

Chapter –X
SOCIAL SECURITY FUND

122. Social Security fund.

The fine, penalty and any other amount collected or recovered under this Code and Rules made there under shall be transferred to Unorganized Workers Social Security Board constituted under the Section-6 of the Unorganized Workers Social Security Act, 2008.

Provided that, if there is no Unorganized Workers Social Security Board constituted, the fine, penalty and any other amount collected or recovered under this Code and Rules shall be deposited to the Nagaland Government Treasury until such board is constituted.

Chapter- X
MISCELLENEOUS

123. Collection of Labour Statistics:

For the purpose of any provisions made under this rule the appropriate government shall mean the office of the Director General, Labour Bureau in the collection of annual statistical information on any matter this code in the specified form.

124. Repeal and saving(s):

(1) The following Rules (including anything done or made thereunder) shall stand repealed from the date of commencement of these Rules: -

(i) The Contract Labour (R&A) Rules, 1985

(ii) The Nagaland Building and other Constructional Workers (RE&CS) Rules, 2010

(2) Notwithstanding such repeal, anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of this rules.

125. Removal of difficulty:

The difficulty, if any in the interpretation and application of any rule of these rules shall be referred to the state government for its decision. the decision of the State Government taken by a simple order shall be binding on the matters.

126. Residuary Provisions:

(1) Such matters, with respect to which no express provision is made in these rules shall be referred by the Labour Department to the State Government for its decision and the decision of the state government by an order shall be binding on such matter.

(2) such decision taken by the State Government on any matter under clause (1) of this rule shall be notify in the official Gazette.

FORM-I
(See Rule-4)

Application for Registration for existing establishments/New Establishment/Amendment to certificate of Registration

A. Establishment Details.

1. Retrieve details of Establishment:
2. Name of Establishment:
3. Location and Address of the Establishment:
4. Others details of Establishment:

a. Total Number of employees engaged directly in the establishment:	Male:	Female:
b. Total Number of the contract employees engaged:	Male:	Female:
c. Total Number of Inter-State Migrant workers employed:	Male:	Female:

5 (a) For Factories:

Details of the manufacturing process	Full postal address and situation of the factory along with plan approval details	Name and address of the occupier and manager	Maximum number of workers to be employed on any day
1	2	3	4

5 (b) For building and other Construction work:

Type of Construction	Probable period of for completion of work.	work Expected period commencement of work.	Details of approval of the local authority
1	2	3	4

6. Ownership Type/Sector:
7. Activity as per National Industrial Classification:
8. Details of Selected NIC Code:
9. Identification of the establishment e-sign/ digital sign of employer/ representative:

B. Details of Employer: -

1. Name & Address of Employer/Owner/Agent/Chief Executive/port authorities.
2. Designation:
3. Father 's/ Husband 's Name of the Employer:
4. Email Address, Telephone& Mobile No:

C. Manager/ Agent Details

1. Full name & Address of Manager/ Agent or person responsible for supervision and control of the Establishment
2. Address of Manager/ Agent:
3. Email Address, Telephone& Mobile No:

D. Contractor Details

Name and Address Contractor	Email address& Mobile of Contractor	Name of Work	Maximum No. of Contract labour engaged	Date of Commencement Probable date of Completion of work
1	2	3	4	5

E. Others Details: -

Signature/ E-sign/digital sign of employer
Dated: -
Place: -

FORM-II
[See Rule-4 (1)]
Certificate of Registration of Establishment

Registration No. Date

A Certificate of registration containing the following particulars is hereby granted under sub section (2) of section 3 of the Occupational Safety, Health and Working Conditions Code, 2020 (…. of 2020) to…… (Name of the establishment)

1. Nature of work carried on in the establishment (Please tick mark)
(a) Factory (b) Contract Work
(c) Building and Other Construction Works (d) any other work (not covered above)

2. Details of the establishment:
a. Total Number of employees engaged directly in the establishment : Male/Female
b. Total Number of the employees engaged through contractor : Male/Female
c. Total Number of Contractors and their details : Male/Female
c. Number of inter-state migrant workers engaged : Male/Female

3 (a) For Factories

Details of the manufacturing process	Full postal address and situation of the factory along with plan approval details	Name and address of the occupier and manager	Maximum number of workers to be employed on any day
1	2	3	4

3 (b) For building and other construction work

Type of Construction work	Probable period of commencement of work	Expected period for completion of work	Details of approval of the local authority
1	2	3	4

4. Amount of registration fee paid….
5. Remarks of registering officers

/Signature
E -Sign/DSC of Registering Officer along with designation

Place: Date:

Conditions of Registration

(1). Every certificate of registration issued under rule 4 shall be subject to the following conditions, namely:

(a). the certificate of registration shall be non-transferable;

(b) the number of workers employed in an establishment directly and contract employees shall not, on any day, exceed the maximum number specified in the certificate of registration; and

(c) Save as provided in these rules, the fees paid for the grant of registration certificate shall be nonrefundable.

(2) The employer shall intimate the change, if any, in the number of workers or the conditions of work to the registering officer within 30 days

(3) The employer shall, within thirty days of the commencement and completion of any work, intimate to the Inspector-cum-Facilitator, having jurisdiction in the area where the proposed establishment or as the case may be work is to be executed, intimating the actual date of the commencement or, as the case may be, completion of establishment such work in **Form IV** annexed to these rules electronically.

(4) A copy of the certificate of registration shall be displayed at the conspicuous places at the premises where the work is being carried on.

FORM-III

[See Rule-4(8)]

Register of Establishment

Sl. No	Nature of work	Registration No. and Date	Name and Address, Address location of the establishment registered	Name, of Workers and Contact Details of Employer	Total number number of and Total Horsepower (if any)	Total contract Workers	Remarks
1	2	3	4	5	6	7	
	(a) Factories (b) Building and other Construction work (c) Contract work (d) Interstate Migrant Work (e) Any other work (Not covered above)						

FORM-IV

[See Rule-4(9)]

A- Notice of Commencement / cessation of Establishment:

1. Registration No:
2. Name and Address of Establishment: -
3. Name & Designation of employer/ Port authority (who has ultimate control over the affairs of the establishment: -
4. Full address to which communication relating to the establishment to be sent: -
5. Nature of work of the establishment: -
6. In case of the notice is for commencement of work the approximate duration of work: -
7. in case of cessation, the date of cessation:

I/We hereby intimate that the work of establishment having registration No. ..... dated.....is likely to commence/cessation is likely to be completed with effect from..... (Date)/ On ..... (Date)

In case of cessation of work:

I/we hereby certify that the payment of all dues to the workers employed in the establishment have been made and the premises are kept free from storage of hazardous chemicals and substances.

Signature of the Employer

To,
The Inspector-cum-Facilitator

FORM-V
(See Rule 7)
The medical examination shall be conducted by a qualified medical practitioner as per following proforma

A. Demographics:

Question	Answer	Remarks
Date:		
Name of the Worker:		
Age:		
Permanent Address:		
Gender:		
Total Number of family Members:		
Total monthly family Income:		
Is the employee under ESI (Employees 'State Insurance) Scheme? If yes, provide IP Number.	Yes/No	
Is the employee under any other health scheme apart from ESI-Scheme? (If yes, provide the name of the	Yes/No	
***B.* Occupational History**		
Question	Answer	Remarks
Present Designation:		
Work Profile:		
Duration of service in the present work profile:		
Working Hours per shift:		
Night Shift Per Week:		
C. Brief Review of Medical History: Diagnosed previously or currently under treatment or Currently suffering from		
Question	Answer Yes/No	Remarks
Anemia		

Jaundice		
Asthma		
COPD		
History of Any other lung disease: (If yes, please		
Specify)		
Vertigo/Dizziness		
Diabetes Mellitus		
Hypertension		
Any Cancer (If Yes, Please Specify the Cancer)		
Chronic Low Back Pain		
Chronic Pain in hand or Elbow		
Hydrocele		
Varicose Vein		
Hemorrhoids		
History of amputation/ fracture/ dislocation injury during		
work (If yes, please specify)		
Dermatitis (If yes, specify Site)		
Hearing Impairment		
***D.* Current Symptoms-Diseases Module**		
Question	Answer Yes/No	Remarks
Smoking habit		
Chewing Tobacco or Pan Masala or Gutkha:		
Alcohol Addiction		
Dermatosis (Irritant Contact Dermatitis/Eczema/Chloracne/Allergic Contact Dermatitis):		
Mucosal Irritation of eyes/Nose/Throat with response to chemical agent or biological agent:		
Symptoms like Respiratory Difficulty/ Chest Tightness/ Dry Cough at beginning of shift:		
Currently suffering from TB:		
Jaundice or Hepatitis:		
Currently suffering from Low Back Pain		
Currently suffering from Pain in hand or Elbow:		
Currently suffering from Visual Problems		
Currently suffering from Hearing Problems		
Any current injury (amputation/		

fracture/ dislocation)		
Any current musculoskeletal sprains/ strains		
***E.* Physical Examination**		
Question	Answer Yes/No or as appropriate	Remarks
General Skin Condition: (If Any Dermatitis, please mention its location)		
Weight (in Kg):		
Height (in Meter)		
Temperature (0F):		
BP:		
Pulse:		
SpO2:		
Respiratory Rate:		
Examination of Breast of female-employee		
***F.* Investigation Report**		
• **Routine Blood Investigation: Attach the photocopy of the report** • **Blood Grouping & Rh Typing and HB Electrophoresis Once in a lifetime**		
Parameter	**Answer (Normal/Increase/Decrease)**	**Value**
Hb%:		
Total WBC Count and Differential Count:		
Platelet Count:		
ESR:		
FBS:		
PPBS:		
HBA1C level		
BUN:		
Creatinine:		
Total Protein		
Albumin		
Globulin		
SGOT		
SGPT		
Bilirubin		
Urine RE		
Urine ME		

Prostate Specific Antigen (PSA)		

G. Standard Chest X Ray (PA) View: attach the photocopy of the report
Date:

Parameter	**Answer** (Normal/Abnormal)	**Value** (if any importance)
Report		

Report:

H. Spirometry: attach the photocopy of the report (For mine employee)
Date:

Parameter	**Answer (Normal/Increase/Decrease)**	**Value**
PEFR:		
FEV1:		
Observed:		
Predicted:		
FVC:		
Observed:		
Predicted:		
FEV1/FVC:		
Final Report: Normal / Obstructive Lung Disease/		

I. Audiometry (Pure Tone / BERA): attach the photocopy of the report (For Mine Employee)
Date:

Parameter	**Value/Result/Interpretation**
Visual inspection of Eye for any abnormality like wax in	
external ear, infection etc.	
Right Ear Hearing Threshold:	
Left Ear Hearing Threshold:	
Final Report preferable based on BERA:	
Right Ear:	

J. Eye Examination: attach the photocopy of the report
Date:

Parameter	**Value/Result/Interpretation**
Visual inspection of Eye for any abnormality like corneal	
opacity/scaring, cataract etc.	
Visual Acuity: Right	
Visual Acuity: Left	
Colour Vision	
Field of Vision	
Binocularity	
Lateral Phoria	
Vertical Phoria	
Stereoscopic Vision and Depth Perception Testing	

K. 12 Lead ECG and Echocardiography:

Final Report:

L. MEDICAL FITNESS TESTS FOR PERSONS WORKING AT HEIGHT
(As may be applicable):

1. Detailed Medical History and in-Depth General Medical Examination including tests for Vision, Hearing, Musculoskeletal System, Respiratory System, Cardiovascular System etc. As applicable to all employees
2. Special Examination
   a) Cardiovascular Uncontrolled hypertension or ischemic heart disease will be a contraindication. In the presence of hypertension and abnormal ECG findings, the employee should be referred to a Cardiologist for fitness.
   b) Tests for Labyrinthine functions and for sense of position Eye Examination for Bilateral Nystagmus, Romberg sign. The presence of bilateral nystagmus and a positive Romberg sign will be an absolute contra-indication.
   c) Neurological examination Evaluate seizure disorders: CT scan of Brain and E.E.G if indicated
   d) Assessment of Diabetic Control Status:(in case of employees suffering from Diabetes Mellitus)
   e) Assessment of Phobia (Acrophobia) and any other Mental Health Disorder like Anxiety or Depression
   d) Evaluation for Vertigo and Dizziness

For use of Industrial Safety Section:

Walking freely over a horizontal bar at 1 ft. height	: PASS / FAIL
Wearing a safety belt and tying the rope knot	: PASS/ FAIL
Walking over a horizontal structure at 9 ft. height wearing a belt	: PASS/ FAIL
General physique (O.K./NOT O.K)	: PASS/ FAIL

M. Any other information/examination/biological investigation/test as mutually agreed by the employer and qualified medical practitioner.

FORM-VI
(See Rule-9)
NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE

E.S.I.C. Employer's Code number: E.S.I.C. Insurance

Number of the injured person:
1. Name of employer:
2. Address of works / premises where the accident or dangerous occurrence took place :
3. Nature of industry and LIN of the establishment:
4. Branch or department and exact place where the accident or dangerous occurrence took place:
5. Name and address of the injured person:
6. (a) Sex:
   (b) Age (at the last birthday):
   (c) Occupation of the injured person:
7. Local E.S.I.C. Office to which the injured person is attached:
8. Date, shift and hour of accident or dangerous occurrence:
9. (a) Hour at which the injured person started work on the day of accident or dangerous occurrence:

(b) whether wages in full or part are payable to him for the day of the accident or dangerous occurrence:

10. (a) Cause or nature of accident or dangerous occurrence:

(b) If caused by machinery: -

(i) Give the name of machine and the part causing the accident or dangerous occurrence:

(ii) State whether it was moved by mechanical power at the time of accident or dangerous occurrence:

(c) State exactly what the injured person was doing at the time of accident or dangerous occurrence:

(d) In your opinion, was the injured person at the time of accident or dangerous occurrence -

(i) acting in contravention of provisions of any law applicable to him; or

(ii) acting in contravention of any orders given by or on behalf of his employer; or

(iii) acting without instructions from his employer?

(e) In case reply to (d) (i), (ii) or (iii)is in the affirmative , state whether the act was done for the purpose of and in connection with the employer's trade or business. :

11. In case the accident or dangerous occurrence took place while travelling in the employer's transport, state whether -

(a) the injured person was travelling as a passenger to or from his place of works;

(b) the injured person was travelling with the express or implied permission of his employer;

(c) the transport is being operated by or on behalf of the employer or some other person by whom it is provided in pursuance of arrangements made with the employer; and:

(d) the vehicle is being/not being operated in the ordinary course of public transport service:

12. In case the accident or dangerous occurrence took place while meeting emergency, state-

(a) its nature; and

(b) whether the injured person at the time of accident or dangerous occurrence was employed for the purpose of his employer's trade or business in or about the premises at which the accident or dangerous occurrence took place.:

13. Describe briefly how the accident or dangerous occurrence took place:

14. Names and addresses of witnesses:

(1)

(2)

15. (a)Nature and extent of injury (e.g., fatal, loss of finger, fracture of leg, scald, scratch followed by sepsis, etc.):

(b) Location of injury (e.g., right leg, left hand, left eye, etc.)

16. (a) If the accident or dangerous occurrence was not fatal, state whether the injured person was disabled for more than 48 hours:

(b) date and hour of return of work:

17. (a) Physician, dispensary or hospital from whom or which the injured person received or is receiving treatment:

(b) Name of dispensary/panel doctor elected by the injured person:

18. (a) Has the injured person died?

(b) If so, date of death:

I certify that to the best of my knowledge and belief the above particulars are correct in every respect.

Signature and Name and Designation of owner/ employer /manager/agent
Date of dispatch of report:
Place:

FORM-VII
[See Rule-55]
NOTICE OF PERIODS OF WORK

Name of the Establishment.....Place.....District.....

Periods of work Groups, Relays	Men Women									Men Women													Description of Groups, Nature of work	Remarks
	Total no. of men employed Total no. of women employed									Total no. of men employed Total no. of women employed														
	A			B			C			D			E			F			G			H				
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3		

On working days
From.
To.
From.
To.
From.
To.
On partial

Working days
From.
To.
From.
To.
Date on which this notice is first exhibited: Signature of manager or agent:
Date:

FORM-VIII
(See Rule-64)

REGISTER OF WORKERS EMPLOYED IN AN ESTABLISHMENT, WAGES, OVERTIME, FINE, DEDUCTION FOR DAMAGE OR LOSS

Register of Wages, Overtime, Fine, Deduction for damage and Loss

Name of the Establishment : Name of the Employer:
Name of the Owner : PAN/TAN of the Employer:
Labour Identification Number (LIN) :

Sr. no. in Employee Register	Name of the employee	Designation / Department	Duration of Payment of Wages (Monthly/ Fortnightly /Weekly/Daily/ Piece rated)	Wage Period From-To	Total no. of days worked during the period	Total overtime (Hours worked or production in case of Piece workers)	Rates of wages		
							Basic	DA	Allowances
1	2	3	4	5	6	7	8	9	10

Overtime earning	Nature of acts and omissions for which fine imposed with date	Amount of fine imposed	Damage or loss caused to the employer by neglect or default of the employee	Amount of deduction from wages	Total amount of wages paid	Date of Payment	Attendance	
							Date	Signature
11	12	13	14	15	16	17	18	19

FORM-IX
(See Rule-58)

ANNUAL RETURN
UNIFIED ANNUAL RETURN FORM
FOR THE YEAR ENDING.....

Single Integrated Return to be filed On-line under the Occupational Safety, Health and Working Conditions Code, 2020, the Code on Industrial Relations, 2020, the Code on Social Security, 2020, and the Code on Wages, 2019Instructions to fill up the Annual Return.

(1) This return is to be filled-up and furnished on or before 28th or 29th February every year.
(2) The return has two parts i.e., Part-I to be filled up by all establishments.
(3) The terms Establishment and Mines shall have the same meaning as under the Occupational Safety, Health and Working Conditions Code, 2020.
(4) This return is to be filled-up in case of Contractor or manpower supplier who have engaged more than 50 workers.

Applicable to All Establishments -
Part-I
A. General Information:

Sl. No.			Instructions for filling the column
1	Labour Identification Number		EPFO, ESIC, MCA, MoLE (LIN)
2	Period of the Return	From -To-	Period should be calendar year
3	Name of the Establishment		
4	Email ID		
5	Telephone No.		
6	Mobile number		
7	Premise name		
8	Sub-locality		
9	District		
10	State		
11	Pin code		
12	1Geo Co-ordinates		
B(a).	**Hours of Work in a day**		

B(b).	Number of Shifts		

C. Details of Manpower Deployed

Details	Directly employed				Employed through Contractor				Grand Total
Skill Category	Highly Skilled	Skilled	Semi-Skilled	Un-skilled	Highly Skilled	Skilled	Semi-Skilled	Un-skilled	
(i) Maximum No. of employees employed in the establishment in any day during the year	Male	Female	Transgender	Total	Male	Female	Transgender	Total	
(iii) Migrant Worker out of (ii) above Male Female Transgender Total Male Female Transgender Total	Male	Female	Transgender	Total	Male	Female	Transgender	Total	
(iii) Migrant Worker out of (ii) above	Male	Female	Transgender	Total	Male	Female	Transgender	Total	
(iv)Number of fixed terms employee engaged	Male	Female	Transgender	Total	Male	Female	Transgender	Total	

D. Details of contractors engaged in the Establishment:

Sl. No.	Name with LIN of the	Contractor No. of Contract Labour Engaged

E. Details of various Health and Welfare Amenities provided.

Sl. No.	Nature of various welfare amenities provided	Statutory (specify the statute)	Instructions for filling
1	Whether facility of Canteen provided (asper section 24(v) of OSH Code, 2020)	Tick yes or no in the box	Applicable to all establishments where in hundred or more worker including contract labour were ordinarily employed
2	Crèches (as per section 67 of Code on Social Security Code, 2020 and Section24 of the OSH Code 2020)	Tick yes or no in the box	Applicable to all establishments where fifty or more workers are employed
3	Ambulance Room (as per section 24(2)(i) of OSH Code, 2020)	Tick yes or no in the box	Applicable to mine, building and other construction work wherein more than five hundred workers are ordinarily employed
4	Safety Committee (as per Section 22(1) of OSH Code, 2020.	Tick yes or no in the box	Applicable to establishments and factories employing 500 workers or more, factory carrying on hazardous process and BoCW employing 250 workers or more, and mines employing 100 or more workers.
5	Safety Officer (as per section 22(2) of OSH Code, 2020)	No. of safety officers appointed	In case of mine 100 or more workers and in case of BoCW 250 or more workers are ordinarily employed.
6	Qualified Medical Practitioner (as	No. of Qualified	There is no specification for

	per Section 12 (2) of OSH Code 2020.	Medical Practitioner appointed.	minimum number of Qualified Medical Practitioner employed in establishment. However, this detail is required to have data on occupational health.

F. The Industrial Relations:			
1	Is the Works Committee has been functioning. (Section 3 of IR Code, 2020)	Yes/No	Industrial establishment in which 100 or more workers are employed
a	Date of its constitution.		
2	Whether the Grievance Redressal Committee constituted (section 4 of IR Code, 2020)	Yes/No	Industrial establishment employing 20 or more workers are employed
3	Number of Unions in the establishments.		
4	Whether any negotiation union exist (Section 14 of IR Code, 2020)	Yes/No	
5	Whether any negotiating council is constituted (Section 14 of IR Code, 2020)	Yes/No	
6	Number of workers discharged, dismissed, retrenched or whose services were terminated during the year:		

Discharged	**Dismissed**	**Retrenched**	**Terminated or removed**	**Grand Total**	

Man-days lost during the year on account of					
Sl. No.	Reasons	Period /Date	No. of man days lost	Loss in term of money	
	Strike				
	Lockout				

Details of retrenchment / lay off				
Sl. no.	No. of persons retrenched during the period	Details of payment paid to retrenched employees	No. of workers laid off during the period	

G. Details pertaining to maternity benefit:				
No. of female employees	No. of female employees availed maternity leave	No. of female employees paid medical bonus	No. of deduction of wages, if any made from female employees	

H. Details of payment of bonus:			
Sl. No.	No. of employees covered under the Bonus	Total amount of bonus actually paid	Date on which the Bonus paid

	provision			

I. Details of accidents, dangerous occurrence and notifiable diseases:

Sl. No.	Total number of accidents by which a person injured is prevented from working for a period of 48 hours or more as per Section 10 of the OSH Code, 2020.	Total number of fatal accidents and names of the deceased as per Section 10 of the OSH Code, 2020.	Total number of Dangerous Occurrences as defined under Section 11 of the OSH Code, 2020	Total number of cases of Notifiable Diseases specified in Third Schedule of the OSH Code, 2020 along with the details of affected persons

J. man-days and Production Lost due to accidents / dangerous occurrence

Sl. No.	**Accident/Dangerous Occurrence**	**man-days lost**		**Production Lost**

5. **Explosive used:**

Consumption of explosives	Underground	Opencast	Total
(a) Permitted explosives (Kg)			
(ii) Non-Permitted explosives (Kg)			
(iii) Total (i+ii)			
(iv) Detonators (in Nos.)			

6.Machinery and Equipment

Voltage(s) at which electricity is used for lighting and machinery

Sl. No	Voltage	Installed Capacity (KW)

7.0 Medical Examination & Training

7.1 Initial/periodical medical examination (IME/PME) conducted during the year

Number of persons employed			Number of persons required to undergo IME			Number of persons undergone IME			Number of persons required to undergo PME			Number of persons undergone PME			Number of persons declared medically unfit			Number of persons given special/higher medical treatment		
Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total

7.2Occupational diseases

Sl No.	Disease Name	No. of cases	
		Contractual	Contractual
1.	*		
2.	*		
Total			

Note: * *Mention diseases specified under Third schedule of the OSH & WC Code, 2020 connected with mining operations, whichever is applicable.*

7.3 Vocational training imparted during the year

Number of persons employed			Number of persons required to undergo Basic Vocational Training			Number of persons imparted Basic Vocational Training			Number of persons required to undergo PME			Number of persons undergone PME			Number of persons declared medically unfit			Number of persons given special/higher medical treatment		
Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total	Departmental	Contractual	Total

8. Accident and Dangerous Occurrence statistics

	Fatal Accidents			Serious Accidents		Reportable Accidents		Minor Accidents		Dangerous Occurrences	
	No. of accidents	No. of persons killed	No. of persons seriously injured	No. of accidents	No. of persons seriously injured	No. of accidents	No. of persons seriously injured	No. of accidents	No. of persons seriously injured	No. of Occurrences	No. of Occurrences*
Underground-											
Opencast-											
Aboveground-											
On Shore-											
Off shore-											

*- Delete whichever is not applicable; #- Select from List of Dangerous occurrence given in Mines Regulations

9. Safety Management Plan:

A. Review, audit and SOP:

(i) Last date of review of Safety Management Plan:

(ii) Last date of audit of Safety management Plan:

(iii) No. of SOP framed and implemented as per Safety Management Plan:

B. Principal Hazard Management Plan:

Sl. No.	List of principal hazards identified	Principal hazard mitigation date as per Safety Management Plan	Status of principal hazard as on 31st December**	Remarks in case principal hazard has not been mitigated till date with reasons for failure to mitigate the same
1	*			
2	*			

3	*			

Note : Add rows as per requirement; * Mention principal hazards; ** Write —Mitigated‖ or —Not Mitigated‖

(vi) Particulars of emergencies attended:
Certified that the tables in prescribed format are duly filled in and information and/ figures given in all the tables are correct to the best of my knowledge.

Signature of Owner/Agent/Manager with seal

Place:
Dated:

FORM-X
(See Rule-59)
REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES

Name of Injured person (if any)	Date of Accident or dangerous occurrence	Date of report to Inspector-cum-Facilitator	Nature of accident or dangerous occurrence	Date of return of injured Person to work	Number of days the injured Person was absent from work
1	2	3	4	5	6

FORM-XI
[See Rule-60]
REGISTER FOR LEAVE WITH WAGES

Part I - Adults
Part II - Adolescents
Establishment: Name of worker :
Department: Father's Name:

Sl. No	Sl.no. in the register of workers	Date of entry into service	Interruptions					Leave due with effect from	Whether leave not desired during the next 12 months	Date from which the worker is allowed leave	Wages for Leave Paid in	Discharged worker		Remarks
			Sickness and accidents	Authorized Leave	Lock Out or Legal Strike	Involuntary unemployment	Others					Date of Discharge	Date & amount of payment made in lieu of leave due	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Note: -Separate page shall be allotted to each worker

FORM –XII
(Rule-64)
IMPROVEMENT NOTICE AND PROHIBITION ORDER
PART I
PROHIBITION ORDER

Inspector-cum-facilitators Notice on Inspection of Establishment, Lifting Appliance, Loose Gears and other such gears, Equipment, Ladders and Staging. Inspector-cum-Facilitator's notice to the occupier, employer, owner, master, Officer-in-charge, Owner of lifting appliances, loose gears and lifting devices or the person, scaffold who, by himself, his agents, or his employers as the case may be.

Name of the establishment, lifting appliance, lifting device, transport equipment, ladders and staging	Where situated lying/used/location	Registration no. of the establishment	LIN No. of the establishment
1	2	3	4

An inspection of the above-named establishment, lifting appliances, loose gears, lifting devices, transport equipment, ladders and staging was made on _____.

The activities connected with establishment which are being carried on by you/about to be carried on by you/under your control involve a risk or danger to the life. Safety and health of employee and involve the following contraventions:

CONTRAVENTIONS

Therefore. I hereby direct that the said activities shall not be carried on by you or under your control unless the said contraventions and matters mentioned have been remedied to the satisfaction of the Inspector-cum-Facilitator. This order is being issued without prejudice or any legal action which may be taken for these contraventions.

On hearing from you that the requirements have been complied with the establishment, lifting appliance, loose gear or similar gear/transport equipment/ladders/ staging, scaffold shall again be visited with a view to the inspection being completed.

No. _____

Dated at _____ this _____ day of 20 _____

Inspector-cum-Facilitator under the Occupational Safety, Health and Working Conditions Code, 2020

REQUIREMENTS

On compliance with all or any of the above contraventions, the Inspector-cum-Facilitator shall be informed in the manner prescribed overleaf, of the date and place at which the establishment, lifting appliance, loose gears or similar gear transport equipment, ladders and staging, scaffold can be re-inspected.

Sir,

The contravention notified by you have been effectively attended to. The establishment, lifting appliance, loose gears or similar gear, transport equipment, ladders and staging, scaffold shall be ready for inspection on the date.

Sir,

The contravention notified by you have been effectively attended to. The establishment, lifting appliance, loose gears or similar gear, transport equipment, ladders and staging, scaffold shall be ready for inspection on the date and place named below:

Date of Inspection	Place
Dated at _____ this day of _____ 20_____	Employer, Occupier, Owner, Manager, Master, Officer in-charge or Agents, owner of machinery and gear or the person, who by himself, his agents or his employers, carried on the establishment.

The Inspector-cum-Facilitator under the Occupational Safety, Health and Working Conditions Code, 2020

PART - II
Improvement Notice

Inspector-cum-Facilitators notice to the employer, Owner, Master, Manager, Officer-in-Charge or Agents, Owner of lifting appliances, loose gears lifting devices, scaffold or the person, who, by himself, his agents or his employers, carries on the establishment, as the case may be.....

Name of the establishment, lifting appliances, loose gear, lifting device, transport, equipment, ladders and staging's, scaffold;	Where situated/lying used/location	Port of Registry	Official no. (if any) of the ship

An inspection of the above-named establishment, dock, ship, lifting appliances, loose gears, lifting devices, transport equipment, ladders and staging's, scaffold was made on .....

The following contraventions were observed. You are required to remedy the said contraventions and send the compliance report in writing within..... days.

This notice is being issued without prejudice to any legal action which may be taken for these contraventions on hearing from you that the requirements have been complied with the establishment, lifting appliance/loose gear or similar other gear/transport equipment/ladders/ staging, scaffold will again be visited with a view to the inspection being completed.

Contraventions No. _____Dated _____ this _____ day of _____20_____ Inspector-cum-Facilitator under the Occupational Safety, Health and Working Conditions Code, 2020Requirements. On compliance with all or any of the requirements, the Inspector-cum-Facilitator should be informed in the manner prescribed overleaf of the date and place at which the establishment, lifting appliance, loose gear, transport equipment, ladders and staging, scaffold can be re-inspected. The requirements noted by you have been effectively fulfilled. The establishment, lifting appliance, loose gear, lifting devices, transport equipment, ladders and staging, scaffold will be ready for inspection on the date and place named below:

Date of Inspection	Place
Dated at _____this day of _____'20_____	Employer, occupier, Owner, Master, Manager, Officer-in-charge or Agents, owner of machinery and gear or the person, who, by himself, his agents or his employers, carried on the establishment.

To

The Inspector-cum-Facilitator under the Occupation Safety, Health and Working Conditions Code, 2020.

FORM-XIII
(Under Rule-71 and 72)

APPLICATION FOR LICENSE

On Line Application for License/ Renewal of License/Amendment of License (including Common/single license)

Government of India, Ministry of Labour and Employment

ESTABLISHMENT PROFILE:

Labour Identification Number Date

Acknowledgement Number: .....

Date of Application: .....

I. Particulars of Establishment for which license required:

1. Name of Establishment:
2. Address of establishment
   (a) Head Office address along with email Id:
   (b) Corporate office address along with email Id:
3. Telephone Number:
4. Activity as per National Industrial Classification: (Select all applicable activities given)
5. Details of selected NIC Code:
6. Nature of work carried on in main establishment:
7. Identifier of the Establishment :(Select): sign/digital sign

II. Details of Employer:

1. Full Name of Employer: .....relationship with establishment.
2. Full Address of Employer:
3. Email Id of employer:
4. Mobile No. of employer:

III. Particulars of the Contract Labour to be employed / is employed (If license is required work wise)

Locations of worksites	Name of works	Activity as per national industrial classification	Date of commencement	Date of completion	Name of Establishments in which contract labour is/proposed to be employed	Name Address, email id of the Site In charge
1	2	3	4	5	6	7

5. Maximum number of workmen proposed to be employed on the Establishment on any date: **24**
6. Amount of License Fee: **INR (Transaction Id:)**
7. Amount of Security Deposit: **INR (Transaction Id:)**

IV. DETAILS OF ESTABLISHMENTS FOR WHICH COMMON LICENCE REQUIRED, (IF APPLYINGFOR)

Type of Establishments	Name & Address of establishment	(i)Nature of work carried out in the establishment (ii) Activity as per National Ind'l classification	Date of commencement	Permanent establishment or probable date of completion	Maximum number of employees employed/ proposed to be employed	Maximum number of employees employed/ proposed to be employed
1	2	3	4	5	6	7

V. DETAILS OF ESTABLISHMENTS FOR WHICH SINGLE LICENCE IS REQUIRED (IF APPLYINGFOR)

Name of	Name of each	Maximum	Date of	Permanent	Maximum	Registration

States in which the establishments are situated	work	number of labour will be/is employed	commencement	establishment or probable date of completion	number of employees employed/ proposed to be employed	number, if obtained, then details thereof
1	2	3	4	5	6	7

Signature of Contractor
(eSign/DSC)

Note: This is an online application summary applied on Shram Suvidha Portal.

APPLICATION FOR RENEWAL OF LICENCE

1. License No. Date:
2. LIN & PAN
2. Name and address of the establishment:
3. Date of expiry of previous license:
4. Whether the license of the employer/contractor was suspended or revoked:
5. Details of Fees paid: (Enclose e-payment receipt): Amount …. date of payment:

E-sign /digital sign of the employer/contractor date:

APPLICATION FOR AMENDMENT OF LICENCE

1. License No Date:
2. LIN & PAN
3. Name and address of the establishment:
4.Details for which amendment is sought:

(a). Maximum number of workers presently employed: (If there is increase in the maximum number of workers to be employed, then additional fees/security deposit as per law needs to be deposited:
(b). Details of fees paid through e payment date on which made:
©. Other details requiring amendment in the license issued (Necessary documents may be uploaded in support of change required)

E-sign /digital sign of the employer/contractor date of application.

FORM-XIV
(Under Rule-73)
PROFORMA OF LICENSE

License No. ---------- Reg. No. ---------- Date of Reg. ----------
License is hereby granted to ----------
for the premises known as ----------
situated at ----------
for use as an establishment within the limits stated herein after, subject to provisions of the Occupational Safety, Health and Working Conditions Code, 2020, and the rules made there under. The -------, 20.....

Issuing Authority

Sl.No.	Period of issue	Valid For	Fee	Date of Payment	Excess fee for Late payment	Date of payment	Signature of the Issuing

		Maximum number of Contract labour /workers on any one day					Authority

AMENDMENTS:

Year when Amended	Maximum number of Contract labour /Workers on any one day	Date of payment of amendment fee	Date of Payment	Signature of the Issuing Authority

FORM-XV
(Under Rule-83)
EXPERIENCE CERTIFICATE OF CONTRACT EMPLOYEE

To whom so ever concerned

1. Name of contractor/employer* :
2. LIN/PAN No. of the contractor/employer * :
3. Email Id of the contractor /employer * :
4. Mobile No. of the contractor/employer * :
5. Nature and location of work :
6. Name of Principal Employer* :
7. LIN/PAN No. of the Principal Employer * :
8. Email Id of the Principal Employer* :
9. Mobile No. of the Principal Employer* :
10. Name of the worker* :
11. UAN / Aadhaar No. :
12. Mobile No. :
13. Serial Number in the Employee Register :
14. Registration number, date and name of the Board if the building and other construction worker is registered as a beneficiary :
15. Period of Employment :
16. Designation :

Seal and Signature of Contractor

**Please strike off whichever is not applicable.*

FORM-XVI
(Under Rule-88)
Agreement between Producer and Audio-visual worker

This agreement is made on this day ..... month .....year..... between Messer's..... having office at..... (hereinafter referred to as the —Producerl) on the first part and Shri/Smt/Kum.....son/daughter/wife of Shri. ..... residing at ..... (hereinafter referred to as the —audio-visual worker) on the second part. The terms Producer and audio-visual worker 'shall include their heirs, successors, administrators and legal representatives:

Now, therefore this agreement is made as follows:

1. That both the parties agree that the duration of this agreement shall be from the date hereof till the completion of the audio-visual and this period shall not exceed consecutive months.
2. That the audio-visual worker agrees to attend studio, location or work place, as the case may be, subject to the requirement of his previous engagement and on his confirmation, to his respective job punctually as and when he shall be required by a written intimation by the Producer or the person duly authorized by him in writing.
3. That inconsideration of the audio-visual worker services, as aforesaid, the Producer agrees to pay and the audiovisual worker agrees to receive a sum of Rs. .....(Rupees .....) payable as advance on signing of this agreement and the balance of Rs. .....payable in ..... equal installments.
4. That in the event of the audio-visual production being not complete within the stipulated period and the Producer still needing the services of the audio-visual worker to complete the audio-visual production, the producer agrees to pay and the audio-visual worker agrees to receive additional remuneration on pro-rata basis, payable in the same manner as stated in Clause 3 above, till the completion of the production.
5. That in case the assignment of the audio-visual worker is completed earlier than the period stipulated in Clauses 1and 4 above, the producer shall settle the account of the audio-visual worker and pay the remaining balance of the agreement amount in full before the commencement of re-recording work/censor of the production, whichever is earlier.
6. That the audio-visual worker shall, if so required.

(a) attend the studios, location or work-place, as the case may be, earlier than a scheduled time of the shift, for preparatory work, and in that case, he/she shall be paid by the Producer extra wages at the rate of Rs. .....per hour or part thereof for such early attendance.

(b) continue to work beyond the working day, with one hour break and in that case, he/she shall be paid by the Producer extra wages at the rate of Rs..... for the work during the extended hours and refreshments, and transport facilities.

8. That the Producer shall provide transport and food or pay traveling allowances to and fro to report to duty and food allowance while on duty as are customary or fixed by bilateral arrangements between the Producer 's and audio-visual worker's representative organizations.

9. That the Producer shall also pay for all travelling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual worker is required to work on location outdoors.

10. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.

11. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control:

(a) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audio-visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension there from; or

(b) he shall be entitled to terminate this agreement as from the cessation of production, in case the production ceases completely. The producer shall serve a notice in writing of such cessation on the audio-visual worker and make payment of all the amount due to the audio-visual worker at the time of termination.

12. That in case if the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual worker 's duties or of his/her unwillingness to perform the services required under this agreement, the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall be titled to employ another audio-visual worker in his/her place.

13. That the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the audio-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the service required under the agreement, upon payment to the audio-visual worker of the amount due at the time of termination, calculated taking into consideration the audio-visual worker's total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are proved before a forum comprising equal number of representatives of the Producers 'Organization and the audio-visual worker 's Organization to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favor of such termination and the audio-visual worker has been paid all his dues.

14. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be option of the audiovisual worker whether or not to allow his/her name to go on the credit titles of the film.

15. That the Producer shall have the right to decide the manner of representing the audio-visual worker 's personality on the screen, his/her clothes, make-up and hair-style and the audio-visual worker shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

16. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

17.That the Producer shall also pay for all traveling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual worker is required to work on location outdoors.

18. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.

19. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control:

(a) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audiovisual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension there from; or

(b) he shall be entitled to terminate this agreement as form the cessation of production, in case the production ceases completely. The producer shall serve a notice in writing of such cessation on the audio-visual worker and make payment of all the amount due to the audio-visual worker at the time of termination.

20.That in case if the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual worker 's duties or of his/her unwillingness to perform the services required under this agreement the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall be titled to employ another audio-visual worker in his/her place.

21. That the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the audio-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the service required under the agreement, upon payment to the audio-visual worker of the amount due at the time of termination, calculated taking into consideration the audio-visual worker's total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are provide before a forum comprising equal number of representatives of the Producers 'Organization and the audio-visual worker 's Organization to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favor of such termination and the audio-visual worker has been paid all his dues.

22. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be option of the audiovisual workers whether or not to allow his/her name to go on the credit titles of the film.

23. That the Producer shall have the right to decide the manner of representing the audio-visual worker *'s personality on the screen, his/her clothes, make-up and hair-style* and the audio-visual worker shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

24. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

25. That the audio-visual worker shall comply with all the regulations of the studio, location or work place as the case may be.

FORM-XVII

[See sub-rule (3) of rule 91]

APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS AFACTORY

1. Applicant's name and address :
2. Full name and postal address of factory :
3. Situation of factory :
   - (a) Province :
   - (b) District :
   - (c) Town or Village :
   - (d) Nearest Police Station :
   - (e) Nearest railway station or steamer ghat :
4. Particulars of plant to be installed :

Signature of applicant

Date:

Note: This application shall be accompanied by the following documents

(a) a flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;

(b) plans, in duplicate, drawn to scale showing

(i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and

(ii) the plan, elevation and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage-ways

(c) such other particulars as the Chief Inspector-cum-Facilitator may require.

FORM-XVIII

[See sub-rule (5) of rule 91]

Certificate of Stability

1. Name of the Factory:
2. Village, Town, District in which Factory is situated:
3. Full postal address of the Factory:
4. Name of the Occupier of the Factory:
5. Nature of manufacturing process.to be carried on in the factory:
6. Number of Floors on which will be employed:

I certify that I have inspected the building/buildings, the plans of which have been approved by the Chief Inspector-cum-Facilitator in his letter No. .....dated.....and examined the various parts including the foundations with special reference to the machine, plant etc., that have been installed. I am of the opinion that the building/buildings which has/have been constructed/ reconstructed/extended/taken into use is/are in accordance with the plans approved by the Chief Inspector-cum-Facilitator in his letter mentioned above, that it is/they are structurally sound and that its/their stability will not be endangered by its/their use as factory/part of a factory for the manufacture of.....for which the machinery, plant, etc. installed are intended.

Signature .....

Qualifications .....

Address .....

Date .....

If employed by a company or association.
Name and address of the company or Association.

FORM XIX

[See sub-rule (6) of rule 91]

APPLICATION FOR REGISTRATION AND GRANT OFRENEWAL OF LICENCE FOR THE YEAR AND NOTICE OFOCCUPATION

1. (a) Full name of the factory:
(b) Factory license number, if already registered before:
2. (a) Full postal address and situation of the factory:
(b) Full postal address to which communications relating to factory should be sent:
3. Nature of manufacturing process or processes:
(a) carried on in the factory in the last twelve months (in the case of factories already in existence); and:
(b) to be carried on in the factory during the next twelve months
(In the case of all the factories):
4. Names and values of principal products manufactured during the last twelve months (in the case of factories already in existence) Name Value
1.....
2.....
3. .....
5. (a) Maximum number of workers proposed to be employed in anyone day during the year:
(b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already inexistence):
(c) Number of workers to be ordinarily employed in the factory:
6. (a) Nature and total amount of power (kilowatts)
(i) installed; or:
(ii) proposed to be installed.:
(b) Maximum amount of power (kilowatts) proposed to be used:
7. Full name and residential address of the person who shall be the manager of the factory for the purposes of the Code:
8. Full name and residential address of the occupier, that is
(a) the proprietor of the factory in case of a private firm or proprietary concern;
(b) the directors in case of a public limited liability company or firm
1. .....
2. .....
3. .....
4. .....
(c) (i) the managing agent in case where a managing agent is employed:
(ii) the directors of the above managing agent:
1. .....
2. .....
3. .....
4. .....

(d) the shareholders in case of a private company whereon managing agent is employed: or: 1. ..... 2. ..... 3. ..... 4. .....

(e) the chief administrative head in case of a government or local fund factory:

9. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 80.:

10. In the case of a factory constructed or extended after the date of commencement of the rules□

(a) reference number and date of approval of the plans for site whether for old or newbuilding and for construction or extension of factory by the State/UT Government/Chief Inspector; and

(b) reference number and date of approval of the arrangements, if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval:

Signature of Occupier:
Date:

Signature of Manager:
Date:

FORM NO. XX
[See sub-rule (7) and sub-rule (8) of rule 91]
Registration and License to Work a Factory

Registration No. ..... Fee Rs. .....

Serial No. .....

License is hereby granted to ..... vide only for the premises described below for use as a factory employing not more than ..... persons on any one day during the year and using motive power not exceeding.....H. P. .....subject to the provisions of The Occupational Safety, Health and Working Conditions Code, 2020 and the Rules made thereunder.

This License shall remain in force till the 31st day of December, ...

Chief Inspector-cum-Facilitator

The .....

Description of the Licensed Premises

The licensed premises shown on Plan No. .....dated..... are situated in..... .....and consist of.....

Date of renewal **Date of expiry** **Signature of Licensing Authority**

FORM XXI
(See Sub-rule (2) of 98)
CERTIFICATE OF FITNESS

Serial number: .....

I certify that I have personally examined (name). Son of (father's name) .....residing at(address)..... is desirous of being employed as (designation) ..... in (process, department and factory) .....and that his age, as nearly as can be ascertained from my examination, is years, and that he is, in my opinion, fit/unfit for employment in the abovementioned factory as mentioned above.

2. He may be produced for further examination after a periodof.....

3. The serial number of the previous certificate is.....

Signature or left-hand thumb
Impression of person examined

Signature of Certifying Surgeon:

Date:

I certify that I examined the person mentioned above on	I extend this certificate until (if certificate is not extended, the period for which the worker is considered unfit for work is to be mentioned)	Signs and symptoms observed during examination	Signature of the certifying surgeon

FORM NO. XXII
(See sub-rule (1) of 98)
HEALTH REGISTER

	1	S. No.
	2	Department/Works
	3	Name of Worker
	4	Sex
	5	Age (at last birthday)
	6	Date of employment on present work
	7	Date of leaving or transfer to other work with reasons for discharge or transfer
	8	Nature of job or occupation
	9	Raw materials, products or by-products likely to be exposed to
	10	Dates
	11	Result Fit or Unfit
	12	Signs and symptoms observed during examination
	13	Nature of tests and results thereof
	14	If declared unfit for work, state period of suspension with reasons in details
	15	Whether certificate of unfitness issued to the workers
	16	Re-certified fit to resume duty on
	17	Signature of the Certifying Surgeon with date

FORM-XXIII

(See sub-rule (3) of rule 94)

APPLICATION FOR THE SITE APPRAISAL COMMITTEE

1. Name and address of the applicant:

2. Site Ownership Data:

2.1 Revenue details of the site such a Survey No., Plot No.

2.2 Whether the proposed site attracts the provisions of section 3 of Environments Protection Act, 1986, if so, the nature of the restrictions; and Local authority under whose jurisdiction the site is located.

3. Site Plan:

3.1 Site plan with clear identification of boundaries and total area proposed to be occupied and showing details nearby the proposed site.

(a) Name of adjoining manufacturing units and human habits, educational and training institutions, petrol installations, storages liquified Petroleum Gas and other hazardous substances, if any, *within one kilometer from the proposed* unit;

(b) Water sources (rivers, streams, canal dams, water filtration plants) in the vicinity;

(c) Nearest hospitals, Fire-stations, Civil Defense Stations and Police Station and their distances

(d) Details of high-tension electrical transmission lines, pipe lines for oil, gas, sewerage, if any, passing through the site; and

(e) Location of railway stations, railway lines, Scheduled Road, bye pass, if any, near the site.

3.2 Plot Plan of the factory, showing entry and, exit points, roads.

4. Project Report:

4.1 A summary of the salient features of Project;

4.2 Maximum number of persons like be working in the factory;

4.3 Maximum amount of power and requirements and source of supply;

4.4 Block diagrams of the building's installations, *in the proposed project; and*

4.5 Details of housing colony, hospital, school and other infrastructural facilities proposed.

5. Organization structure of the proposed manufacturing unit/factory:

5.1 Person responsible for protection of safety, health and environment.

5.2 Proposed health and safety policy of the proposed enterprise.

6. Manufacturing Process Information:

6.1 Process flow diagrams.

6.2 Brief write up on process and technology.

6.3 Critical Process parameters such as pressure buildup, temperature rise and run-away reaction.

6.4 Other external affections critical to the process having safety implications such as ingrass of moisture or water, contact with incompatible substances sudden power failure; and

6.5 High lights of the built-in-safety/pollution control devices or measures incorporated in the manufacturing technology.

7.Information of Hazardous Materials:

7.1 Raw materials, intermediates, products and bye-products and their quantities (enclosed Material Safety Data Sheet in respect of each hazardous substances).

7.2 Main and intermediate storages proposed for raw material/intermediates/products/Bye-Products (maximum quantities to be stored at any time).

7.3 Transportation methods to be used for materials in flow and outflow, their quantities to be stored at any time; and

8. Safety measures proposed for:

Handling of materials. Internal and external transportation, and Disposal (packing and forwarding of finished products).

9. Information or Dispersal/Disposal of wastes and pollutants:

9.1 Major Pollutants (gas, liquids, solid) their characteristics and quantities (average and at peak loads).
9.2 Quality and quantity of solid wastes generated, methods of their treatment and disposal.
9.3 Air, Water and Soil Pollution problems anticipated and the proposed measures to control the same, including treatment and disposal of effluents.

10. Process Hazards Information:

10.1 Enclose a copy of the report on environmental impact assessment.
10.2 Enclosed a copy of the report on Risk Assessment Study: and
10.3 Published (open or classified) reports, if any, on accident situation/occupational health hazards or similar plants(within or outside the country).

11. Information of proposed Safety and Occupational Health Measure:

11.1 Details of fire-fighting facilities and minimum quantity of water and other fire-fighting measures needed to meet the emergencies.
11.2 Details of in-house medical facilities proposed.

12. Information on Emergency preparedness:

12.1 On Site Emergency Plan: and
12.2 Proposed arrangements, if any, for mutual aid scheme with the group of neighboring factories.

I certify that the information furnished above is correct to the best of my knowledge and nothing has been concealed while furnishing it.

Date :
Signature
Designation

FORM-XXIV
[See rule 158(4)]
COMPOSITION CERTIFICATE

Ref. Notice No. _____ Date:

This is to certify that the offence under sub-section (1) of section 114of the Code in respect of which Notice No._____ Dated: _____ was issued to Shri. _____(Applicant), the employer of _____ (Name and Registration Number of Establishment) has been compounded on account of remission of full amount of Rs. _____ (Rupees _____) towards the Composition of offences to the satisfaction of the said Notice.

(Signature)
Name and Designation of the Officer.

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